



## PERSONAL DETAILS

Your Name: Mr. | Mrs. | Ms. | Miss \_\_\_\_\_ DOB: / /

Was this the name used on your last tax return? YES  NO  Details if No: \_\_\_\_\_

**Existing clients need only provide details of changes that have occurred since you lodged your last income tax return**

Tax File Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Has your postal address changed since lodging a tax return? YES  NO  E-mail Address: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_

Are you a war veteran or widow/widower of a war veteran yet under the Aged Pension age? YES  NO

Do you operate under an ABN? YES  NO

If yes, please complete a Business Schedule which is available under the heading *Additional Forms* on the BAN TACS mail-ins page: [www.bantacs.com.au/mail-in\\_tax\\_returns.php](http://www.bantacs.com.au/mail-in_tax_returns.php)

**Family Details** **Note**, this includes same sex couples

Spouse's Name: Mr. | Mrs. | Ms. | Miss \_\_\_\_\_ DOB: / /

Was this their name used on your last tax return? YES  NO

E-mail Address: \_\_\_\_\_ Details if No: \_\_\_\_\_

Spouse's TFN: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_

Spouses adjustable taxable income if we are not doing their tax return: \$ \_\_\_\_\_

If married / de facto in 2017/2018, what date did this occur: / /

~ If you share care for your own children, please advise the % of care allocated to you by the Family Assistance Office: \_\_\_\_\_ %

## TAX AGENT DETAILS

**Please attach a copy of your previous return if you are a new client for us**

Did an accountant prepare your last Income Tax Return? YES  NO

If yes, please provide contact details of previous accountant: \_\_\_\_\_

**Bank Account Details for Direct Deposit of Refunds** BSB: \_\_\_\_\_ ACCT NO.: \_\_\_\_\_

Acct Name: \_\_\_\_\_

# INCOME

Did you receive income from Salary or Wages YES  NO

Did you receive any allowances, directors' fees, bonuses, cents per kilometer, reimbursements and tips etc. YES  NO

DESCRIPTION OF ALLOWANCE:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please attach copies of **PAYG Summaries** from all employers.

If amounts are not included on your payment summaries please provide details below.

AMOUNT:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Did you receive an Employment termination payment? YES  NO

Did you receive an Aust Gov't allowances or payments e.g. Newstart, Youth Allowance, or Sickness Benefit? YES  NO

Did you receive an Aust. Government pension or other similar benefits? YES  NO

Did you receive income from Australian Annuities or Superannuation income streams? YES  NO

Did you receive any Australian super lump sum payments? YES  NO

Did you receive any Interest including bank or ATO from overpayments and pay any associated TFN tax? YES  NO

ACCOUNT DETAILS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please attach **ETP Summary**.

Please attach copies of Payment Summary from relevant Department e.g. Centrelink.

Please attach copies of Payment Summary from relevant Department e.g. Centrelink.

Please attach **Payment Summary received/confirmation from Super Fund or Life Insurance company or friendly society**.

**NB:** see payment summary- superannuation lump sum received from super fund.

Please provide details of Bank Accounts and Interest received.

INTEREST AMOUNT:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Did you receive any Dividend income? YES  NO

Did you Participate in an employee share acquisition scheme? YES  NO

Did you receive income from partnerships and/or trusts? YES  NO

Did you receive any business income? YES  NO

Did you receive any rental income? YES  NO

If your business is sub-contracting, did you earn the majority of your income from one contract? YES  NO

Have you made deposits to or withdrawals from a farm managed deposit? YES  NO

Did you sell a property during the year? YES  NO

Did you have any other Capital Gains or losses during the year? YES  NO

Did you receive any income from overseas sources? YES  NO

DESCRIPTION OF INCOME

\_\_\_\_\_  
 \_\_\_\_\_

AMOUNT

\_\_\_\_\_  
 \_\_\_\_\_

Please attach all dividend and investment Tax Statements.

Please include documents showing the discount you received.

If yes, we will need to discuss with you what additional information may be required.

If yes, please complete a **Business Schedule** available under Additional Forms where you obtained this form on the mail-ins page.

If yes, please complete the **Rental Schedule** at the end of this checklist.

If yes, you will need to complete an additional Business Schedule: [bantacs.com.au/tools.php](http://bantacs.com.au/tools.php)

Please attach bank statements for your Farm Management Account.

If your property was not completely covered by the main residence exemption, please fill out our Capital Gain Schedule: [www.bantacs.com.au/docs/m4.pdf](http://www.bantacs.com.au/docs/m4.pdf)

Please provide details below.

Did you receive any bonuses from life assurance or friendly society policies? YES  NO

Please attach statements showing amounts received.

Did you receive income from forestry managed investments? YES  NO

Please attach paperwork.

Have you received any other income such as discounts or share rights through an employee share scheme, royalties, scholarships, jury duty etc. YES  NO

Please attach any supporting documents showing type of income & any tax paid. For employee share scheme, include the document that explains the discount received.

Description of Income Amount

\_\_\_\_\_

## DEDUCTIONS – Please see Substantiation notes at the end of this document to help with deductions

Do you use your vehicle for work purposes? YES  NO

If yes, please provide car details below

Car 1 Make and Model \_\_\_\_\_

Car 2 Make and Model \_\_\_\_\_

Car 1 Number Plate \_\_\_\_\_

Car 2 Number Plate \_\_\_\_\_

If yes to previous question, do you keep a log book for your car? YES  NO

If yes, please enclose the log book and all the receipts for expenses.  
If no, use the kms method (see next).

**To use the kms method**, a detailed reasonable estimate of the kms travelled for work is required; e.g., a diary for one month which is representative of the whole year or, if spasmodic, a list for each trip. A car provided by your employer, even if salary sacrificed cannot be claimed here. A simple diary is available at <http://www.bantacs.com.au/shop-2/diary-template/>.

Kilometers travelled in car 1 for work \_\_\_\_\_ kms Kms travelled in car 2 for work \_\_\_\_\_ kms

Do you have any other work-related expenses for travel? YES  NO

If yes, please provide details below or as an attachment.

DESCRIPTION (e.g., parking tolls or taxi/Uber fare)

AMOUNT

\_\_\_\_\_

Do you have a travel diary/itinerary and accommodation receipts? YES  NO

If yes, please attach receipts or listing  
If no, please provide what you can below.

DESCRIPTION

AMOUNT

\_\_\_\_\_

Do you have work related uniform and other clothing expenses? YES  NO

If yes, please provide details below

DESCRIPTION

AMOUNT

Protective Clothing: \_\_\_\_\_

Occupation Specific Clothing: \_\_\_\_\_

Non- Compulsory Uniform: (Not normally tax deductible) \_\_\_\_\_

Conventional Clothing: \_\_\_\_\_

Dry Cleaning: \_\_\_\_\_

Laundry (we need the number of loads per week) \_\_\_\_\_

Full loads \_\_\_\_\_ mixed loads \_\_\_\_\_

Education: Did you attend any:  
Work related courses at an educational institution? YES  NO

Or any seminars and courses? YES  NO

If yes, please provide details below

DESCRIPTION

AMOUNT

Student Union Fees (only for educational institution): \_\_\_\_\_

Course Fees (please make it clear whether the course is government subsidised) \_\_\_\_\_

Text Books: \_\_\_\_\_

Stationery: \_\_\_\_\_

Parking: \_\_\_\_\_

Other: \_\_\_\_\_

Travel (see below)

You can claim the travel from home to your place of education or from work to your place of education, but you cannot claim for the trip from the place of education to your home if you went to work first. So, if you travel from home to the place of education and back home again or for that matter anywhere other than work then you are entitled to claim both legs of the journey.

Car 1 Make and Model \_\_\_\_\_

Car 2 Make and Model \_\_\_\_\_

Car 1 Number Plate \_\_\_\_\_

Car 2 Number Plate \_\_\_\_\_

**To use the kms method**, a detailed reasonable estimate of the kms travelled for work is required; e.g., a diary for one month which is representative of the whole year or, if spasmodic, a list for each trip. Please provide the total kms for the year here. A car provided by your employer, even if salary sacrificed cannot be claimed here. A simple diary is available at <http://www.bantacs.com.au/shop-2/diary-template/>.

Kilometers travelled in car 1 for work education \_\_\_\_\_ kms

Kms travelled in car 2 for work education \_\_\_\_\_ kms

Did you incur any expenses in order to work from your home? YES  NO

If yes, please complete the following **using the information in the Substantiation section** to help you.

A simple diary is available at <http://www.bantacs.com.au/shop-2/diary-template/>.

Electricity - can be recorded on an hourly basis: \_\_\_\_\_

BUSINESS USE	AMOUNT
% \$	_____

Internet access - apportioned: \_\_\_\_\_

% \$	_____
------	-------

Stationery: \_\_\_\_\_

% \$	_____
------	-------

Telephone calls for work: \_\_\_\_\_

% \$	_____
------	-------

Printer cartridges: \_\_\_\_\_

% \$	_____
------	-------

Computer depreciation: \_\_\_\_\_

% \$	_____
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Is there a room set aside that you use apart from the rest of the family? YES  NO

Keep a diary for one month showing how many hours you spend working in that room

Did you purchase and tools and equipment for work? YES  NO

If yes, please provide details below. **Please attach copy of the invoice**

DESCRIPTION (please see substantiation notes) \_\_\_\_\_

AMOUNT \_\_\_\_\_

Did you have assets allocated to a low value pool (LVP) in the current or previous years? YES  NO

If yes, please provide details below or attach copy of your schedule

DESCRIPTION \_\_\_\_\_

AMOUNT \_\_\_\_\_

Subscriptions, union fees or professional body fees YES  NO

If yes, please provide details below

DESCRIPTION \_\_\_\_\_

AMOUNT \_\_\_\_\_

Journals/periodicals YES  NO

If yes, please provide details below

DESCRIPTION \_\_\_\_\_

AMOUNT \_\_\_\_\_

Sun protection YES  NO

AMOUNT \_\_\_\_\_

Any other work deductions YES  NO

If yes, please provide details below

DESCRIPTION \_\_\_\_\_

AMOUNT \_\_\_\_\_

Expenses related to dividend and interest income

YES  NO

If yes, please provide details below

DESCRIPTION (i.e. interest on a loan to purchase shares)

AMOUNT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gifts and donations

YES  NO

If yes, please provide details below. **Please attach copy of tax receipt for donations over \$100.**

NAME OF DONATION RECIPIENT

AMOUNT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT

Cost of managing tax affairs (e.g. tax agent fees): \_\_\_\_\_

Number of kms travelled to have tax return completed last year: \_\_\_\_\_

\_\_\_\_\_ KMs

Which car did you use when you saw your accountant? \_\_\_\_\_

Make/Model: \_\_\_\_\_

Do you have any losses carried forward from previous years?

YES  NO

AMOUNT

Non-Primary Production carried forward losses: \_\_\_\_\_

Primary Production carried forward losses: \_\_\_\_\_

Have you made any personal superannuation contributions to a complying fund or retirement savings account during the year?

(For example, to qualify for the Co-Contribution)

YES  NO

If yes, please provide details below.

How/When were contributions made: \_\_\_\_\_

Name of Fund : \_\_\_\_\_

Amount (if not on PAYG Summary)

Policy Number: \_\_\_\_\_

Did you make any Superannuation contributions on behalf of spouse

YES  NO

If yes, please provide details below.

How/When were contributions made: \_\_\_\_\_

Amount (if not on PAYG Summary)

Name of Fund & Policy Number: \_\_\_\_\_

Do you have a Forestry Management Investment Scheme Deduction

YES  NO

Do you have Income Protection Insurance?

YES  NO

If yes, please provide details below.

Name of Fund & Policy Number: \_\_\_\_\_

Amount \_\_\_\_\_

## TAX OFFSETS

Did you maintain a person over 16 who is caring for an invalid

YES  NO

Note since 1 July 2014 the tax offsets (rebates) for dependents, including spouses, have been removed. An offset is only available if you maintain someone who is caring for an invalid.

If yes, we will contact you for more information so don't hesitate to tick yes if you are unsure.

Do you have Private Health Insurance?

YES  NO

If yes, please provide a copy of the Annual Tax Statement issued by your fund.

Does your private health insurance cover all children including ones living with you that are not yours and your children who do not live with you?

YES  NO

Do you owe any money to any government department (e.g. Child Support, HELP, Family Tax Benefit debts)?

YES  NO

To Whom: \_\_\_\_\_

If you paid child support this financial year, please list the amount here:

NO  \$ \_\_\_\_\_

During the financial year did you live in a remote zone or have you served overseas with the Defense Force? YES  NO

If yes, please provide details below.  
See the map at the bottom of this BANTACS website page to see the area covered by a zone: [bantacs.com.au/travelling\\_workers.php](http://bantacs.com.au/travelling_workers.php)

LOCATION, INCLUDE POSTCODE IF IN AUSTRALIA

NUMBER OF DAYS IF LESS THAN 183

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If total days above is less than 183, did you claim a zone rebate last year? YES  NO

If No, please list zones for last year as well

Note: If you lived in a zone for more than 183 days, please list the names and dates of birth of your children

**OTHER**

Are you aware of an entitlement to the Medicare exemption/reduction? For example, because you were covered by the Defense Force or you received notification from Centrelink that your benefit included an exemption from Medicare.

For example, temporary residents on a 457 visa. YES  NO

**Residency Status** Resident  Non-resident  Temporary resident

**Note**, non-residents and temporary residents are taxed only on income sourced in Australia or subject to CGT on assets that are classified as taxable in Australia.

Did you become a tax resident of Australia during the financial year? YES  NO

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Did you stop being a tax resident of Australia during the financial year? YES  NO

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Has the ATO notified you that you have been selected for an audit or other type of review? YES  NO

If yes, please provide a copy of ATO correspondence

Did you receive any capital returns on any listed company shares? YES  NO

If yes, please provide details

DESCRIPTION	AMOUNT
_____	_____
_____	_____

Did you participate in any share buyback scheme? YES  NO

If yes, please provide details

DESCRIPTION	AMOUNT
_____	_____
_____	_____

**MEDICAL EXPENSES TAX OFFSET -**

From this year through to the 2018/2019 financial year, the only medical expenses that will qualify for the tax offset are disability aids, attendant care or aged care.

Disability Aids/Attendant Costs/Aged Care \_\_\_\_\_ \$ \_\_\_\_\_

**Now Thinking About The Year Ahead**

Have you sufficient insurance to protect yourself and your family? Maybe you are thinking that it is time to start a plan to secure your retirement? Or maybe it is as simple as you have various superannuation and insurance policies and would like someone to help you work out how best to rationalise them. If so did you realise that BAN TACS now has a Financial Planning arm?

Would you like to discuss your circumstances with a BAN TACS Financial Planner? YES  NO

While we are on this train of thought, please consider whether your will and enduring power of attorney are up to date. Are you thinking of buying or selling an investment property? If so it is crucial that you speak with your Accountant first. This can be done while preparing your income tax return.

Please tick here to alert us that you need an investment property nagging YES  NO

## SUBSTANTIATION

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Usually a receipt is required showing the item purchased, the amount, the date and the name of the supplier is required to claim a tax deduction for a work-related expense. Private use may need to be apportioned. For more information refer to our wage earners booklet in the Freebies section of the BAN TACS web site: [www.bantacs.com.au/booklets/Wage\\_Earners\\_Booklet.pdf](http://www.bantacs.com.au/booklets/Wage_Earners_Booklet.pdf). Many of the following expenses require a one-month diary or similar record. You can purchase all the spreadsheet templates you need to keep these records for just \$5.95 from the BAN TACS website Shopping section: <http://www.bantacs.com.au/shop-2/diary-template/>.

**ATO Bullying** – The ATO are making all sorts of demands now to try and deny tax deductions. Despite there being no basis of law for these extra requirements we all know how difficult it can be to fight them so we strongly recommend the following additional records. A letter from your employer saying that you are required to incur the expense, don't have safe storage at work etc depending on your claim. There is a template in the checklist section of our website that will cover most situations.

The ATO is no longer satisfied with a receipt to show expenses they now want a bank statement to show that it was you that actually incurred the expense and have even been know to argue that if your spouse bought the item for you then it is not deductible because it wasn't you who incurred the expense. So use a credit or debit card, not cash.

**Laundry** – You can claim 50 cents per mixed load and \$1 per full load of qualifying uniforms or protective clothing, up to \$150 per year. Simply take your average loads per week and multiply it by the number of weeks you worked.

**Less Than \$300** – If you claim less than \$300 in work related expenses such as self-education, tools, uniforms, protective items, stationery, union fees, etc. you do not need to substantiate your claim with receipts. Any claim you make for motor vehicle expenses or travel costs (includes tolls and parking) is not counted towards the \$300 limit.

**Less Than \$10** – If each individual expense is less than \$10 and the total of all such expenses does not exceed \$200 you do not need to keep a receipt but must have a diary entry showing the name of the supplier, date, amount and a description of the purchase. This also applies when you can't get a receipt such as parking meters.

**Allowances** – Each year the ATO produces a list of what it considers reasonable travel allowances. If your employer pays you an allowance and you do not claim more than the amount listed by the ATO as reasonable you do not have to substantiate with receipts the amount you incurred. But you do have to have incurred the expense. A diary entry of your food expenses is sufficient. If you are away from home for more than 5 nights you will need to keep a travel diary of what you did each day. You can still claim up to the ATO reasonable amount even if your employer paid you less as long as it was a bona fide allowance (i.e. not just \$5 per night but sufficient to live off). The ATO have up the anti on this and changed the wording of their 2018 ruling. We strongly advise you to keep all receipts and pay for them on credit or debit card.

The ATO also releases what it considers a reasonable overtime meal allowance each year. Again, you can claim up to this amount even if your employer pays you less but you must be paid the allowance under an award.

**Electricity** – The ATO allows you 45 cents per hour for every hour you are working at home in an office separate from the rest of the family. This covers electricity and maintenance on the room. Keep the diary for 1 month.

**Motor Vehicle** – By keeping a diary for one month each year – you can claim up to 5,000 kilometers per vehicle you own. If you own a car together with another person and it is only their name on the registration papers they can complete a declaration of joint ownership so you can claim it. You are also considered to be the owner of a car even if it is registered in the name of another family member but you are the one who pays all the expenses relating to it.

**Telephone** – To claim calls from your home phone, go through one month's itemised account, and work out the numbers that are work related. This percentage of work related calls can be applied to the mobile and STD calls in the other months. Local calls can be apportioned by keeping a diary for one month noting the ratio of private to work related local calls. Line rental can also be apportioned.

**Mobile Phones** – Analyse one month's statement and apply its ratio of work to private calls to the rest of the year. If your statement is not detailed print a month's calls off your phone from the recent calls section.

**Commissioner's Discretion** – If you have sufficient evidence that you have incurred the expense and would be have been entitled to a deduction if you had a receipt then the ATO must still allow you the deduction but it needs to be beyond doubt that you incurred the expense.

**Work related Travel** – Wage earners can claim their motor vehicle expenses when they meet the substantiation requirements and they travel as follows:

1) Bulky Equipment – Home to work travel is claimable if there is no safe storage at work and as a result you transport bulky equipment between home and work. Safe storage is defined as similar to your own personal locker. Therefore, a container on a building site to which all and sundry has a key is not safe storage. Case S29 prescribed more than 20kg was bulky. Tax

pack gives the example of a ladder and drum kit not because they weigh more than 20kg but because they fulfill the difficulty to carry side of bulky.

2) Abnormal workplace, this is defined in Tax pack as:

*From your normal workplace to an alternative workplace – for example, a client’s premises – while still on duty and back to your normal workplace or directly home. From your home to an alternative workplace for work purposes and then to your normal workplace or directly home.*

This includes being sent to another branch or shop to relieve providing you were not employed predominantly to relieve. It covers seminars and visits to customers. It also includes work related tasks performed on the way home or to work but, note MT 2027, the task cannot be insignificant such as dropping off the mail. But if you have to travel out of your way to drop off the mail you can claim for this extra distance. For more refer TD 96/42 & TD 96/43.

3) Between Jobs – note this includes travel from home when home is the base of operations or work begins there. Home can be considered a base of employment if employment related duties have begun before leaving there, providing those employment related duties did not begin merely for the convenience of the taxpayer.

4) Itinerant work – Your job involves travelling to more than one place of work before returning home.

For more information refer our Claiming a Motor Vehicle Booklet which is in the Freebies section of the BAN TACS web site, [www.bantacs.com.au/booklets/Claiming A Motor Vehicle Booklet.pdf](http://www.bantacs.com.au/booklets/Claiming A Motor Vehicle Booklet.pdf).

## FIND A BAN TACS NATIONAL ACCOUNTANTS GROUP OFFICE NEAREST TO YOU

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### **QUEENSLAND**

#### [Mackay Office](#)

Suite 2, 44 Gordon Street, Mackay QLD 4740

Tel: 07 4951 1848 F: 07 4951 1840

#### [Ningi Office](#)

Ningi Plaza, 1224 Bribie Island Rd, Ningi, QLD 4511

Tel: 07 5497 6777, F: 07 5497 6699

#### [Brisbane Office](#)

Meetings by Appointment at 433 Logan Road Stones Corner Qld 4120

Tel: 1300 911 227

#### [Toowoomba Office](#)

19 Clifford Street Toowoomba, QLD 4350

Tel: 07 4638 2022, F: 07 4638 1440

### **NEW SOUTH WALES**

#### [Sydney Office](#)

Level 20, Tower 2, Darling Park, 201 Sussex Street, Sydney, NSW 2000

Tel: 1300 367 688, F: 02 9744 7882

#### [Burwood Office](#)

Suite D, 37A Burwood Road, Burwood, NSW 2134

Tel: 1300 367 688, F: 02 9744 7882

#### [Chatswood Office](#)

Suite 78, 47-53 Neridah Street, Chatswood, NSW 2067

Tel: 02 9410 1366, F: 02 9410 0366

#### [Central Coast Office](#)

127 Diamond Head Drive, Budgewoi, NSW 2262

Tel: 02 4390 8512, F: 02 4390 0075

### **VICTORIA**

#### [Melbourne Office](#)

231 Union Road, Ascot Vale Vic 3032

Tel: 03 9111 5150

### **SOUTH AUSTRALIA**

#### [Adelaide Office](#)

266 Grange Road, Flinders Park, SA 5025

Tel: 08 8352 7588 F: 08 8354 0276



Looking for a way to collate your rental property taxation information in a way that will minimize your accounting fees?  
 Visit the Shopping section of the BAN TACS website for our Property Tax Return Worksheet

# RENTAL PROPERTY SCHEDULE 2018

Client Name: \_\_\_\_\_

**Please Complete a Separate Schedule for Each Rental Property**

New clients should complete all items below. Returning clients need only provide those items not previously disclosed to your Ban Tacs accountant

Property Details (Property History)	SUPPORTING DOCS	ATTACHED
Property Address (must include Post Code)* _____ _____		
Name(s) of other owner(s)* _____ _____		
Percentage of ownership allocated to you* _____ %		
Date the property was purchased* _____ / _____ / _____	Please provide copy of Purchase Contract	<input type="checkbox"/>
Purchase price of the property* \$ _____	Please provide copy of Quantity Surveyors Report	<input type="checkbox"/>
Date the property was rented out for the first time* _____ / _____ / _____		
Was this property built OR improved after 16th September, 1987?* Yes   No		
If yes, you are entitled to claim depreciation on the building. To do this you are required to have a copy of the original building or improvement cost or a Quantity Surveyor's report estimating these costs. Please enclose this if this is the first year you are claiming the building or you are unable to provide the depreciation schedule from last year's tax return.		
Did you still own the property as at 30 June? Yes   No		
If not, please provide date of sale _____ / _____ / _____		
And the sale price \$ _____		
Number of weeks the property was rented out during the financial year _____ wks. / _____ / _____	Please provide dates	
Number of weeks property was available for rent during the financial year _____ wks. / _____ / _____	Please provide dates	
* This information may be available from your last tax return		

**Property Finance Details: Use the full amount of income the property earned, and the full amount of expenses incurred on the property, even if you don't fully own the property, as our software will do the apportioning**

- **We only need pdf copies of certain documents** – see each expense item in the tables below.
- Original invoices/receipts/documents should still be maintained by you for at least 5 years.
- Purchase documentation needs to be kept until 5 years after you sell the property
- Please take care to ensure that the Total Rent Income Amount should be the actual amount paid by the tenants NOT the net amount you receive from the Real Estate Agent. The agent's fees etc. are deducted later under expenses. Make sure that where bills are paid more than once a year, that the full year's bills are given in the summary (eg Water Bills, Council Rates, Body Corporate Fees)
- If the property was not available the whole tax year (for example, you stayed in the property for a 4 week holiday), let us know in the comments box

Is the property mortgaged?	Yes   No	Please provide bank loan statements for whole year	<input type="checkbox"/>
Date the loan commenced	/ /		
Amount of original loan	\$	If this loan is less than 5 years old please provide the borrowing costs	
Percentage of loan relating to this property	%		
Have you made any personal redraws on the loan?	Yes   No	Please identify on the loan statements which withdrawals are for private purposes	<input type="checkbox"/>
Have you refinanced the mortgage this year?	Yes   No	If you have refinanced, we need the loan statements for both/all loan statements for the property, for this year	
If yes, Date of refinancing	/ /		<input type="checkbox"/>

IF YOU HAVE RECENTLY PURCHASED YOUR PROPERTY YOU SHOULD CAREFULLY STORE, FOR CGT PURPOSES, ALL OF THESE ITEMS. PLEASE PROVIDE COPIES OF THE ONES MARKET WITH A *	ATTACHED
First 4 pages of the Purchase Contract	
Construction Contract, showing total cost and progress payments schedule (if applicable)	
Settlement Statement – showing ownership split, stamp duty & other adj*	<input type="checkbox"/>
Solicitor Invoice	
Depreciation Report & Tax Invoice* If the property was built or renovated since 16 <sup>th</sup> September 1987 and you don't know the actual cost otherwise just provide the actual cost of the renovation or construction	<input type="checkbox"/>

PROPERTY INCOME – NO NEED TO COMPLETE IF YOU HAVE USED THE BAN TACS PROPERTY TAX RETURN WORKSHEET <a href="https://www.bantacs.com.au/shop-2/property-tax-return-worksheet/">https://www.bantacs.com.au/shop-2/property-tax-return-worksheet/</a>	
Total rent income received for this property	\$
Other income (reimbursement, etc.)	\$

As Per Agent Statements  
eg. Water Usage Reimbursement by Tenant

**PROPERTY EXPENSES – No Need To Complete This Schedule If You Have Used The BAN TACS Property Tax Return Worksheet <https://www.bantacs.com.au/shop-2/property-tax-return-worksheet/>**

		FROM AGENT STATEMENT	FROM YOUR SCHEDULE/PAYMENTS	CLIENT NOTES
D.	Advertising			<i>Not including Advertising Costs on Property Sale</i>
E.	Body Corp Fees			
G.	Cleaning			
H.	Council Rates			<i>All 4 Qtrs, or covering all year</i>
J.	Lawn Mowing and Gardening			
K.	Insurance			
L.	Interest paid on loan where the money borrowed was used to purchase the property (It doesn't matter where the loan is secured, just what it was used for)			<i>An interest summary from your internet banking is useful</i>
M.	Land Tax			
N.	Legal Costs			<i>In relation to tenants/debt collection, not purchase of property</i>
O.	Pest Control			
P.	Property Agents Fees/Commissions			<i>Including GST, Postage &amp; Petties, Admin Fees etc</i>
Q.	Repairs and Maintenance (Not Improvements, or Assets)		<i>See schedule on following page</i>	
U.	Water Rates			<i>Include the cost of all Water bills for the year</i>
V.	Other (Please specify)			<i>Eg Cost of Depreciation Report</i>
	Other (Please specify)			<i>Eg Electricity</i>
	Other (Please specify)			
	Other (Please specify)			
	Bank Fees			<i>Only Recurring bank fees, not those involved in setting up the loan</i>

## Plant and Equipment Depreciation

- ✓ If this is the first year we have prepared your income tax return, please send us a copy of your depreciation schedule from last year's tax return, and also your depreciation report, if you have one.
- ✓ If you have previously lived in the property and this is the first year you have rented it out you should keep any information and photos you have on the whole property's market value for future CGT purposes
- ✓ Don't list below anything you have purchased second hand or used yourself unless this happened before 9<sup>th</sup> May 2017.
- ✓ **If you have stayed in the property at all since 9<sup>th</sup> May, 2017 we need to know how significant this was. If you were holidaying there then you have lost all your plant and equipment depreciation entitlements for anything purchased before you moved back out again.**

## Plant and Equipment

- ✓ Items such as carpets, stoves, hot water systems, air conditioners, some light fittings, fans, curtains etc.

## Repairs & Maintenance and Improvements

- ✓ Not all improvements are deductible. For example, if the house needed painting when you bought it then painting it would be an improvement, therefore not deductible. On the other hand, if during the time of our ownership the paint starts to peel and you repaint, the expense would be a deduction.
- ✓ No deduction is available for your own labour. The repair needs to be made during a financial year that rent is received. So, take care to perform repairs only when the premises are tenanted or in a period where the property will be tenanted before and after with no private use in the middle (IT180).
- ✓ A repair would be fully deductible if a property is used only as a rental property during the whole year, this applies even though some of the damage may have been done in previous years when the property was used for private purposes (TR97/23). **Note, this does not apply if the damage was done in a period you did not own the property.**
- ✓ A repair can become an improvement if it does not restore things to their original state (case M60) i.e. replacing a metal roof with tiles. The whole cost of the tiled roof would be an improvement and no deduction would be available for what it would have cost you to put up another metal roof. **Note, a change is not always an improvement.**
- ✓ In ID 2002/330 the ATO states that the cost of removing carpets and polishing the existing floorboards is deductible. Yet in ID 2001/30 underpinning due to subsidence was considered by the ATO to be an improvement not a repair. It is not necessary to use the original materials to restore the thing or structure to its original state. Modern materials can be used even when these might be a slight improvement because they are more efficient if the benefit is only minor or incidental it can still be considered a repair.
- ✓ Work that replaces the whole thing or structure is an improvement not a repair. So, don't pull down all the old fence and replace it, just replace the damaged area. TR 97/23 recognises that eventually the whole thing or structure may be replaced in a progression of repairs. These repairs are still deductible providing each repair is on a small scale, the progression is over a long period of time and that it is not just in reality a replacement done over time but individual repairs.
- ✓ Tree removal is claimable if the trees have become diseased or infested during the time of ownership. Removal is also claimable if the tree is causing damage such as roots interfering with pipes and the damage was not present when you purchased the property.

**Note** improvements can increase your cost base for CGT purposes so it is still important to keep the receipt.



S. ITEMS: STATIONERY, POSTAGE, PHONE, AND OTHER ITEMS NOT LISTED ANYWHERE ELSE IN THIS FORM			
ITEM DESCRIPTION	AMOUNT \$	DATE OF PAYMENT	EVIDENCE
			<input type="checkbox"/>

**T. TRAVEL CLAIMS**

- From 1 July 2017, travel expenses relating to your residential rental property are not deductible unless you are carrying on a business of property investing, in which case, please see the Ban Tacs Business Schedule.
- As with prior years, these travel expenses cannot be included in calculations of your capital gain or capital loss when you dispose of the property.
- If your travel expenses relates to your residential rental property and another income producing activity, you will need to apportion the expenses on a fair and reasonable basis.

Other Notes from Client Regarding the Rental Schedule: