



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

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

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

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

Please provide details below.

AMOUNT

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/>.

BUSINESS USE AMOUNT

Electricity - can be recorded on an hourly basis: _____

% \$ _____

Internet access - apportioned: _____

% \$ _____

Stationery: _____

% \$ _____

Telephone calls for work: _____

% \$ _____

Printer cartridges: _____

% \$ _____

Computer depreciation: _____

% \$ _____

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 <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details below
DESCRIPTION (i.e. interest on a loan to purchase shares)			AMOUNT
_____			_____
_____			_____
_____			_____
Gifts and donations	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	
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 <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have Income Protection Insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, we will contact you for more information so don't hesitate to tick yes if you are unsure.
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.			
Do you have Private Health Insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you owe any money to any government department (e.g. Child Support, HELP, Family Tax Benefit debts)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	To Whom: _____

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

NO

\$ _____

If yes, please provide details below.

During the financial year did you live in a remote zone or have you served overseas with the Defense Force?

YES

NO

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

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

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.

Residency Status

Resident

Non-resident

Temporary resident

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

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. 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.

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

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VICTORIA

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231 Union Road, Ascot Vale Vic 3032

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SOUTH AUSTRALIA

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