

# Individuals Tax Interview Checklist



## 2014 Income Tax Return

- Where reply is "Yes", supply supporting information
- 2013/2014 refers to the period from 1 July 2013 to 30 June 2014
- Unless otherwise stated, this checklist refers to events occurring in 2013/2014

### CLIENT DETAILS

1. Tax File Number: ..... ABN: .....

2. Name: ..... Mr/Mrs/Ms/Miss .....

3. Residential Address: .....  
Postal Address: .....

Has your postal address changed since lodging a tax return? YES  NO

4. Telephone: (W) ..... (H) ..... (M) .....  
Fax: ..... Email .....

5. Date of Birth: ..... / ..... / ..... \* consider under 18 excepted net income (A1)  
\* consider proposed super and ETP changes if 50 or over

6. Occupation: .....

7. Are you a resident for Tax Purposes? YES  NO  Are you in Australia on a Visa? YES  NO  VISA Type?

8. Name of spouse/de facto: .....

9. If the return is for a deceased estate print "DECEASED ESTATE" on top of page 1 and answer no to the question "Will you need to lodge an tax return in the future"

10. If married / de facto in 2013/2014, what date did this occur: ..... / ..... / .....

### INCOME (PLEASE PROVIDE EVIDENCE WHERE APPLICABLE)

|   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| 1. Salary and wages   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: have you received all your payment summaries from all your employers? If applied paid parental leave payment                           |
| 2. Allowances, directors' fees, bonuses, cents per kilometre, reimbursements and tips etc.<br>Whether or not shown on your payment summary - individuals non-business. If you received a travel allowance or an overtime meal allowance paid under an industrial law, award or agreement you do not have to include it on your tax return if:<br><ul style="list-style-type: none"> <li>▀ It was not shown on your payment summary</li> <li>▀ It does not exceed the Commissioner's reasonable allowance amount; and</li> <li>▀ You spent the whole amount on deductible expenses.</li> </ul> | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: receipt of an allowance does not automatically entitle an employee to a deduction.   |
| 3. Employer lump sum payments (unused annual leave and long service leave)  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: see label A and B on payment summary which contains the relevant information.  |
| 4. Employment termination payments  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: Do you have the ETP payment summary?   |
| 5. Australian Government allowances and payments like Newstart, youth allowance and Austudy payment   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: Provide details of all youth allowances, Newstart, sickness allowance or special benefit, or other educational or training allowances. |
| 6. Aust. Government pensions and other similar benefits   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: see payment summary  |
| 7. Australian Annuities and Superannuation income streams. Included details of the taxable and rebatable components of pension.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: see payment summary received from super fund or life insurance company or friendly society.  |
| 8. Australian super lump sum payments   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NB: see payment summary - superannuation lump sum received from super fund.  |

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- |     |  |     |                          |    |                          |   |
|-----|--|-----|--------------------------|----|--------------------------|---|
| 9.  | Attributed Personal Services Income (PSI)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: Obtain all payment summaries – personal services attributed income and details of any other personal services attributed to the taxpayer.   |
| 10. | Gross Interest   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: Interest that is received or credited in a year is taxable. Care should be taken to gross interest up where TFN withholding tax has been deducted   |
| 11. | Dividends<br>Unfranked, partly franked and fully franked dividends are assessable for taxation purposes.   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | where a reinvestment program has been entered into, the value of that dividend reinvestment is taxable. Carefully consider the taxation implications of bonus share issues to individuals. Also check for withholding tax deducted  |
| 12. | Employee Share schemes   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: provide details of the payment.   |
| 13. | Income from Partnership and trusts   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: provide details of the partnership trust and type of income received. Identify tax credits that can be utilised.  |
| 14. | Personal Services Income as a sole trader (PSI)<br>(See ATO publication Business and professional items (NAT 2543) before completing this section)   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: Is the client a sole trader? If yes, ask the client if they received income predominantly (80% or more) from the one source and did not have a Personal Services Business Determination in place. If this is the case then the Business and Professional items section should be completed.         |
| 15. | Net income or loss from business   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: If the taxpayer derived income from any business (other than the personal service income included at item 14), complete and attach a business and professional items schedule.  |
| 16. | Deferred Non-commercial Business Losses<br>This item relates to losses made from activities that constitute carrying on a business (e.g. sole trader or partnership). If applicable, complete item P9 in the business and professional items schedule. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: for a loss to be claimed in the current period, the client must either operate a primary production or professional arts business (subject to a \$40,000 limit on other source income) or meet one of the four exemption tests, or have the Commissioner exercise his discretion to allow the loss. |
| 17. | Farm Management Deposits/Withdrawals – This item is for primary producers only.  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | .   |
| 18. | Capital Gains or losses- Any assets disposed of?   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: Provide a description of the asset, the purchase date, the purchase cost, the date and amount of any expenditure incurred by the taxpayer that forms part of the asset's cost base including eligible incidental costs, the sale date, and the sale proceeds amount. CGT concessions apply?         |
| 19. | Foreign entities -Include here any attributable income in relation to any controlled foreign company or transferor trust   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |   |

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- 20.** Foreign source income (including foreign pensions and rents from foreign assets) **YES**  **NO**  NB: Provide details of country, amount received, exchange rate utilised, foreign tax withheld. Care must be shown with foreign source salary and wage income that may be exempt from tax
- Note: Income derived from foreign service lasting greater than 91 consecutive days is not exempt unless the employment is related to specific activities e.g. deployment by the Australian Defence Force or Australian Federal Police, or working for certain aid organisations
- 21.** Rent **YES**  **NO**  NB: prepare a rental schedule worksheet.
- Provide details of:
- rental income earned
  - interest charged on money borrowed for the rental property
  - details of other expenses relating to the rental property
  - details of any capital works expenditure to the rental property.
- Borrowing costs are claimed over the life of the loan or five years, whichever is the lesser.
- Assess whether the client can claim a deduction for the construction costs of the property, or any structural improvements..
- 22.** Bonus from life assurance or friendly society policy **YES**  **NO**  NB: Provide documentation regarding bonuses received on insurance bonds issued by life insurers and friendly societies. Bonuses are tax free if cashed in after 10 years. If not, the bonuses may be taxable and a rebate can be claimed
- 23.** Forestry managed investments **YES**  **NO**  Have managers of forestry schemes included the investors' contributions in their assessable income in the year in which the deduction is first available to the investor for those contributions?
- 24.** Other income **YES**  **NO**
- Has the taxpayer received any other income, for example:
- a non-qualifying component of an ETP
  - lump sum payments in arrears
  - foreign exchange gains
  - royalties
  - scholarships, bursaries, grants
  - any assessable balancing adjustments on depreciating assets
- jury service fees.
- 25.** Total reportable Fringe Benefits Amount **YES**  **NO**  NB: see payment summary
- 26.** Reportable employer superannuation contributions (Beware – Super Guarantee (SGC) amount should be excluded from this figure). **YES**  **NO**  NB: this amount should refer to salary sacrificed superannuation component only

## DEDUCTIONS (PLEASE PROVIDE EVIDENCE)

- D1.** Work related car expenses **YES**  **NO**  NB: if yes, choose appropriate method. Ensure substantiation requirements have been satisfied.



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|             |  |     |                          |    |                          |  |
|-------------|--|-----|--------------------------|----|--------------------------|--|
|             | Subscriptions, union fees or professional body fees  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
|             | Journals/periodicals   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
|             | Expenses in relation to allowances   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
|             | Sun protection   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
|             | Depreciation   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
|             | Any other work deductions  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
|             | Please specify: _____  |     |                          |    |                          |  |
| <b>D6.</b>  | Low value pool deduction   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: For depreciating assets valued under \$1,000.        |
| <b>D7.</b>  | Interest deductions  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | Cannot be claimed unless income at question 10           |
| <b>D8.</b>  | Dividend deductions  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | Cannot be claimed unless income at question 11.          |
| <b>D9.</b>  | Gifts and donations<br>You cannot claim a deduction for a gift that adds to or creates a tax loss. However, you can choose to spread deductions for certain gifts over a period of up to five years under certain circumstance   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: make sure paid to a gift deductible recipient (DGR). |
| <b>D10.</b> | Cost of managing tax affairs (e.g. tax agent fees)   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | This also includes GIC and travel to tax agent.          |
| <b>D11.</b> | Deductible amount of undeducted purchase price (UPP) of a foreign pension or annuity   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| <b>D12.</b> | Non-employer sponsored superannuation contributions<br>(Employee can claim a tax deduction for a superannuation under certain eligibility rules (see 10% rule). Also, self employed taxpayers may be able to claim contributions to a super fund up to age 75 provided no more than 10% of their assessable income is attributable to their employment (see 10% rule).<br>Full name of Fund: _____<br>Policy Number: _____ | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: see 10% rule   |
| <b>D13.</b> | Deduction for project pool<br>Relates to certain capital expenditure which is directly connected with a project carried on, or proposed to be carried on, to gain or produce assessable income (i.e. this expenditure can be allocated to a project pool and written off over the project life but the expenditure must not otherwise be deductible nor form part of the cost of a depreciating asset).                    | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| <b>D14.</b> | Forestry Management Investment Scheme Deduction  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| <b>D15.</b> | Other deductions (e.g. income protection insurance, Blackhole expenditure etc.)<br>Please specify: _____   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| <b>L1.</b>  | Tax losses of earlier income years<br>(provide details exempt income)<br>(Gifts and superannuation deductions can not create a loss).  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: check if non commercial loss rule apply              |

## TAX OFFSETS (FORMERLY CALLED REBATES)

|            |   |     |                          |    |                          |   |
|------------|---|-----|--------------------------|----|--------------------------|---|
| <b>T1.</b> | <b>Spouse (without dependent child or student), child-housekeeper, or housekeeper</b> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | NB: Enquire as to whether the client or their spouse (de facto or married) had a dependant unable to work due to invalidity or carer obligations or a dependent spouse (de facto or married) born before 1 July 1952. If they did, obtain the adjusted taxable income of the dependant to determine how much offset (if any) can be obtained. |
| <b>T2.</b> | Are you a Senior Australian?  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |   |

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|      |  |     |                          |    |                          |  |
|------|--|-----|--------------------------|----|--------------------------|--|
| T3.  | <b>Australian superannuation income stream</b><br><br>A tax offset for non-deductible superannuation contributions is available for certain low income employees. An offset can also be claimed in respect of certain annuity / pension payments.  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| T4.  | <b>Superannuation contributions on behalf of your spouse</b><br><br>Client can claim rebate on superannuation contributions made on behalf of a spouse where the aggregate amount of the spouse's assessable income and reportable fringe benefits does not exceed \$13,800.<br><b>Tax tip:</b> the maximum rebate that can be claimed is \$540  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| T5.  | <b>Zone, overseas forces or overseas civilian</b><br><br>If the taxpayer lived or worked in a remote or isolated area of Australia, served overseas as a member of Australia's Defence Forces or served overseas as a civilian with UN armed forces, they may be eligible for this offset.   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| T6.  | <b>20% tax offset on net medical expenses over the threshold amount</b><br><br>Obtain details of gross qualifying medical expenses (and subtract related refunds the taxpayer received or is entitled to receive from Medicare or a private health fund).<br><br>The 20% offset may be available where the total of all the net medical expenses of a taxpayer (and dependents) exceeds \$2,162.<br><br>For taxpayers with adjusted taxable income above \$88,000 for singles, or \$176,000 for families, a 10% offset may be available for net medical expenses of a taxpayer (and dependents) exceeding \$5,100.<br><br><b>Tax tip:</b> the offset applies to most medical and related therapeutic treatment of a taxpayer and dependents but excludes certain cosmetic surgery. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | <b>Note:</b> The medical expense offset is being phased out. From 2013-14, taxpayers will generally be eligible to claim the offset only in respect of out-of-pocket medical expenses relating to disability aids, attendant care or aged care expenses until 1 July 2019. However, those taxpayers who received the offset in their 2012-13 income tax assessment are eligible for the offset for the 2013-14 income year in respect of all qualifying out-of-pocket medical expenses above the relevant threshold. Similarly, those who receive the tax offset in both their 2012-13 and 2013-14 income tax assessments will continue to be eligible for the offset in 2014-15 in respect of all qualifying out-of-pocket medical expenses above the relevant threshold. |
| T7.  | Dependent (Invalid and carer)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | Tax offset only available where a dependent relative etc. resides in Australia and is a dependent maintained by the taxpayer.  |
| T8.  | <b>Landcare and water facility offset</b><br><br>30% tax offset for one third of eligible expenditure in lieu of deduction for eligible expenditure.   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| T9.  | <b>Net income from working</b>   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| T10. | Other non-refundable tax offsets   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |
| T11. | Other refundable tax offsets   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |  |

### OTHER

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- M1. Medicare levy reduction or exemption** YES  NO  NB: low income earner or in an exemption category
- Available for low income individuals / families and other prescribed persons.
- Note:** the Medicare levy threshold is \$32,279 for singles entitled to the Senior Australians and Pensioner Tax Offset (SAPTO), \$20,542 for other singles, \$46,000 for families entitled to SAPTO and \$34,367 for other families.
- M2. Medicare Levy Surcharge – mandatory item** YES  NO  **Note:** this item is compulsory
- Were you and all your dependents covered for the whole period?
  - Did you have Hospital cover?
- Annual rebate**
- adjustment – from 1 April 2014**  
The government has changed the way the private health insurance (PHI) rebate is calculated. From 1 April 2014, all rebate percentages are adjusted annually by a rebate adjustment factor. The rebate adjustment factor is a percentage of the increase in the consumer price index (CPI) and the average annual premium price increase. It will be calculated by the Department of Health each year.
- The adjusted rebate percentages will be applied to premiums paid on or after 1 April. This means your rebate percentage for premiums paid (excluding LHC loading) before 1 April 2014 will be different to your rebate percentage on or after 1 April 2014.
- The rebate percentage between 1 July and 31 March (period 1) is multiplied by the rebate adjustment factor to get the rebate percentage for the period of 1 April to 30 June (period 2). As a result, your rebate percentage for period 2 may be less than period 1