

2018 Individual Income Tax Return Kit

Client Details

Client Name _____
 Home Address _____
 Postal Address _____
 Email Address (Mandatory) _____
 ABN (if applicable) _____ Tax File No. _____
 Date of Birth _____ Australian Resident? _____

Occupation Details _____

Bank Details for ATO Refund (ATO no longer issues cheques)

BSB _____ Account Number _____
 Name on Account _____

Children's Details:

Full Name	Date of Birth

Spouse's Details – Please supply a copy of your spouse's 2018 Tax return if **NOT** a client of PDK Financial.

MYOB Portal – MYOB Portal is an online collaboration platform that allows us to share documents and take digital signature approvals from you. This information can be shared on any device with an internet browser. Please advise if you do not wish to receive your completed Income Tax Return this way:-

I **DO NOT** wish to use PDK Financial MYOB Portal

Uploading documents - For quicker processing of your Income Tax Return you can send through your documents to us either via email info@pdkfinancial.com.au or upload via www.hightail.com/dropbox?dropbox=PDKFinancial

I confirm that you have advised me that I must demonstrate that I have incurred an expense for income producing purposes. In addition, you have advised me of the stringent **SUBSTANTIATION** legislation I must satisfy in relation to work, car and business travel expenses. In addition, you have informed me that I must obtain original receipts and keep them for a minimum of five years from the date my return is lodged.

Signature _____

INCOME

1. Salary and Wages, allowances, directors fees, commissions, bonuses, income from part-time or casual work, parental leave pay, Dad and partner pay, foreign employment, amounts for lost salary or wages paid under an income protection policy, sickness or accident insurance policy or a workers compensation scheme.

Please forward all original payment summaries regarding payment of salary and wages during the 2018 Income Year.

2. Employment Termination Payments

Please forward details of any Lump Sum payments received together with your ETP Payment Summary.

3. Pensions, Government Allowances, Family Tax Payments, Allowances, Earnings, Director’s Fees, Employer Lump Sum payments, Australian annuities, Superannuation income streams and lump sum payments

Forward all statements detailing the year’s earnings together with any statements for exemption of the Medicare levy. For Annuities include any undeducted purchase price information.

4. Gross Interest Received

Bank	Account Number	Total Amount \$	Joint Yes/No	Share of Interest	Withholding Tax
				%	
				%	
				%	

5. Dividends Received

Company	Date Paid	Unfranked Dividends	Franked Dividends	Imputation Credits	Join Yes/No	Withholding Tax

**6. Did you receive any benefit from an employee share acquisition scheme?
YES/NO**

If YES, please forward any details.

7. Did you receive any of the following in the 2018 income year?

Personal Services Income (PSI)	YES/NO
Distributions from Partnerships and/ or Trusts	YES/NO
Income / Loss from a Business	YES/NO

If YES please provide details of any such payments received.

**8. Foreign Source Income (incl. foreign pensions and foreign assets/ property)
YES/NO**

If YES, please forward details of any such payments received.

9. Sale of Shares / Rental Property

Note: Please provide copies of **share sale and purchase contracts**. For sale of property, please provide settlement statements of the purchase and sale as well as details of any improvements undertaken not previously claimed.

Date Purchased or Acquired	Cost	Date Sold	Net Proceeds	Description of Property Sold

10. RENT

See last page of kit for rental schedule details or supply your own statement.

DEDUCTIONS**D1. Work Related Motor Vehicle Expenses**

Method used	Car (make, model)	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of evidence
Cents per kilometre 66c			
Log Book			

Please explain the circumstances why you used your car for work purposes. If you made a claim using the log book method, you must include opening and closing odometer readings. You must also have maintained a logbook which documents your business kilometres for a continuous period of 12 weeks (which is representative of your normal annual car usage), you must update your logbook at least every 5 years. If you made a claim using the cents per kilometre method, tell us how you made your estimate of business kilometres.

D2. Work Related Travel Expenses

Expense Type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Accommodation		
Airfares		
Meals		
Incidentals		
Transport expenses		
Other (please specify)		
Total		

Please explain how these expenses related to your work.

D3. Work-Related clothing, laundry and dry cleaning expenses

Clothing expense type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Laundry, Dry Cleaning		
Compulsory work uniform C		
Non-compulsory work uniform N		
Occupation-Specific clothing S		
Protective clothing P		
Total		

Please provide a description of the clothing items and explain why you needed to use these for work purposes.

D4. Work-Related Self-Education Expenses

Expense type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Course Fees (HECS is not deductible)		
Books, Stationery etc.		
Travel		
Seminars/ Conferences		
Equipment e.g. computer		
Other (please specify)		
Total		

Please explain how these expenses are related to your work as an employee.

D5. Other Work-Related Expenses

Expense type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Union fees		
Home office (please specify hours)		
Books, journals & professional library		
Computer & Software expenses		
Telephone/Internet		
Tools		
Seminars & Conferences		
Sun Protection (hats, sunscreen, glasses)		
Other (please specify)		
Total		

Please explain how these expenses relate to your work. If you have apportioned a work related expense eg. telephone, tell us how you arrived at the amount and what percentage you are claiming.

D7-D10. Other types of deductions

Expense type	Amount Claimed \$	Please provide all necessary details in regards to this claim
Interest Deductions		
Dividend Deductions		
Gifts or Donations		
Financial Planning Fees		
Sickness/ Accident Insurance		
Tax Agent Fees		
Personal Deductible Superannuation Contributions		
Other (please specify)		
Total		

TAX OFFSETS

T1. Senior Australian and Pensioner

Were you eligible for an Australian Government Pension in 2018? YES / NO

T2. Australian Superannuation Income Stream

Did you receive an Australian Superannuation Income Stream? YES / NO

T3. Superannuation contributions on behalf of your spouse

You may be entitled to tax offset up to \$540 for your spouse if your spouse's income is \$40,000 or less.

Please provide:-

The total amount of contributions

\$ _____

Spouse's assessable income and reportable fringe benefits

\$ _____

T4. Zone Tax Offset or Overseas Forces Tax Offset

You may be eligible for a tax offset if you **lived** in a remote area of Australia, or served overseas with the Australian Defence Force for 183 days or more during the 2018 income year. Please note that remote areas *do not* include offshore oil or gas rigs (**from July 1 2015 working in a remote area only does not qualify**).

Name of Remote Area	Number of Days

T5. Net Medical Expenses Tax Offset

This offset has changed. Expenses you can claim are restricted to disability aids, attendant care or aged care.

Net expenses are your total eligible medical expenses less refunds from Medicare, National Disability Insurance Scheme (NDIS) and private health insurers which you, or someone else, received or are entitled to receive. They do not include contributions to a private health insurer or travel or accommodation expenses associated with other categories of medical expenses.

The Tax offset is income tested. The percentage of net expenses you can claim is determined by your adjusted taxable income and family status:-

- Single as at June 30 2018 with ATI threshold \$90,000 or less you can claim 20% of net medical expenses over \$2,333.
- Single as at June 30 2018 with ATI threshold over \$90,000 10% of net medical expenses over \$5,504.
- Family as at 30 June 2018 with ATI threshold \$180,000 or less (plus \$1,500 for each dependent child after the first) you can claim 20% of net medical expenses over \$2,333.
- Family as at 30 June 2018 with ATI threshold above \$180,000 10% of net medical expenses over \$5,504.

Private Health Insurance

Were you in a Private Health Fund for the period 1 July 2017 to 30 June 2018? **YES / NO**

What type of Private Health Cover do you have? Please Circle. A Ancillary H Hospital C Combined

What Class of Private Health Cover do you have? Please Circle. I Individual C Couple F Family

Please include all names of dependants included on your Private Health Insurance Policy.

Please provide a copy of your and your spouse's annual Private Health Insurance Statement.

Adjustments**A1 Under 18**

Were you under 18 years of age on 30 June 2018? **YES / NO**

HECS-HELP, SSL, TSL AND SFSS

	\$
HECS-HELP, FEE-HELP, OS-HELP DEBT	
TRADE SUPPORT LOAN DEBT	
STUDENT START-UP LOAN DEBT	
STUDEN FINANCIAL SUPPLEMENT LOAN DEBT	

A4 Working holiday maker net income

Were you on a 417 or 462 working holiday visa at any time during 2017-18? **YES / NO**

Income Tests Information

For the 2018 income year the Australian Tax Office will apply new income tests and amend other existing tests to assess the eligibility of taxpayers to claim certain tax offsets as well as to receive certain government benefits.

In order to make sure you are meeting all obligations towards the ATO and to ensure we considered all relevant factors when preparing your tax return please provide the following information:-

	Amount \$
Total reportable fringe benefits amounts	
Total reportable employer superannuation contributions	
Tax-free government pensions	
Foreign Income	
Net financial investment loss	
Net rental property loss	
Child support you paid	
Number of dependent children	

Rental Property Income & Expenses

NOTE: If you acquired or sold property during this financial year, please enclose a copy of the settlement statement from the land conveyancer.

Property Address:
Rental Period: Date first rented out
% of Ownership:.....

INCOME	
Rent	\$
Other Income	\$
EXPENSES	
Advertising	\$
Body Corporate Fee	\$
Borrowing costs	\$
Cleaning	\$
Council Rates	\$
Electricity	\$
Gardening/Lawn Maintenance	\$
Insurance	\$
Interest – Loan 1 + date if refinanced	\$
Interest – Loan 2 + date if refinanced	\$
Loan refinance costs if applicable	\$
Land Tax	\$
Legal Fees	\$
Pest Control	\$
Postage	\$
Property Agents Fees/Commission/Lease Fees	\$
Repairs & Maintenance	\$
Stationery, Telephone	\$
Sundry	\$
- Emergency Service Levy	\$
- Bank Charges	\$
- Others – (please provide details)	\$
Water Rates	\$

From 1 July 2017, you are not entitled to a deduction for travel expenses relating to your residential rental property.

If you purchased any depreciable items (cost over \$300) in the 2018 income year, please provide detailed information regarding the item itself, its purchase cost and purchase date.