

This worksheet has been designed to enable us to complete your work as quickly and efficiently as we can, by ensuring we have all the information we need right in front of us. This also avoids delays with having to follow up on missing or incomplete information.

For this reason, we kindly ask that you gather **everything** together **before** you send or bring in your information to us.

If you are a new client to Physio Accountant it would help us greatly to have a copy of your last lodged tax return to enable us to check for any items that should be carried forward.

We appreciate and thank you in advance for the valuable time taken to complete our tax worksheet, this will allow us to get you the best possible result for your tax return(s).

Please remember that this form and its contents relate only to your **personal** tax and not that of your trust or company. We have separate worksheets describing the information required for any other entities you may have.

If you have any questions regarding anything contained in this worksheet, please feel free to contact Moira or Jo who will be more than happy to assist you. They can be contacted on:

(03) 9878-3486, or alternatively, via email: admin@physioaccountant.com.au

PERSONAL DETAILS – please complete where applicable

Tax File Number: ABN:

Are you an Australian resident for tax purposes? Yes/No/Unsure

Name: Mr/Mrs/Ms/Miss

Name changed since last return? Yes/No

If YES, previous name:

Residential Address:

Postal Address:

Date of birth:...../...../..... Email:

Telephone: (H) (W)..... (M).....

Occupation:

Bank account details- if you would like to receive your refund electronically please provide your details:

Account Name: Bank:

BSB:Account No:

Spouse's details – if Physio Accountant is not preparing your spouses tax return, then the following information is required to allow us to complete your tax return:

Spouse's Name:..... DOB:.....

Has your relationship status changed during the year?.....Yes/No/Unsure

For the year ended 30 June, 2011, please report your spouse's:

Taxable Income: \$..... Reportable Fringe Benefits: \$.....

Total Reportable Superannuation Contributions (i.e. reportable employer superannuation contributions and deductible personal superannuation contributions): \$.....

Foreign income: \$..... Net investment losses: \$.....

Tax-free pensions & benefits: \$..... Child Support Paid: \$.....

Details of dependents:

Name:..... DOB:..... Name:..... DOB:

Name:..... DOB:..... Name:..... DOB:

Name:..... DOB:..... Name:..... DOB:

INCOME – Please select ‘Yes’ from the following list for items that are relevant to you for the year ended 30th June, 2011. Where ‘Yes’ is selected please attach relevant evidence (that is payment summary, dividend statements, excel summaries etc)

1. Salary or Wages Yes/No/Unsure
2. Allowances, earnings, tips, director’s fees etc. Yes/No/Unsure
3. Employer lump sum payments Yes/No/Unsure
4. Employment termination payments Yes/No/Unsure
5. Aust Govt allowances eg Newstart, youth allowance, Austudy Yes/No/Unsure
6. Australian Government pensions and allowances Yes/No/Unsure
7. Other Australian pensions or income streams – **please attach correspondence received with Group Certificate** Yes/No/Unsure
8. Australian superannuation lump sum payments Yes/No/Unsure
9. Attributed personal services income Yes/No/Unsure
10. Interest Yes/No/Unsure
11. Dividends Yes/No/Unsure
12. Employee Share Schemes Yes/No/Unsure

SUPPLEMENTARY INCOME

13. Partnerships/trusts/managed fund income – **please attach the Annual Tax Distribution Summaries** Yes/No/Unsure
(if you have your own trust then you should circle yes here but we will calculate the income amount)
14. Personal services income (PSI) Yes/No/Unsure
15. Net income or loss from business **refer to Business Tax Worksheet - 2011 for information we require** Yes/No/Unsure
16. Deferred non-commercial business losses from previous year Yes/No/Unsure
17. Net farm management deposits or withdrawals Yes/No/Unsure
18. Net capital gains **refer to Schedule A for information we require** Yes/No/Unsure
19. Direct or indirect interests in controlled foreign entities Yes/No/Unsure
20. Foreign source income (incl pensions) & foreign assets or property Yes/No/Unsure
21. Rent **refer to Schedule B for the information we require** Yes/No/Unsure
22. Bonuses from life insurance company or friendly society policy Yes/No/Unsure
23. Forestry managed investment scheme income Yes/No/Unsure
24. Other income (please specify) Yes/No/Unsure

DEDUCTIONS – If your total work related expenses are under \$300, receipts are not required. However, if you are claiming deductions greater than \$300, all expenses (incl first \$300) must be substantiated by evidence such as receipts, credit card statements.

It is necessary to make an apportionment between work and private use for expenses. You can only claim the work-related component, please ensure this amount is recorded below.

D1. Work related car expenses

There are four methods we can use to claim your car expenses:

- Cents per kilometre method (max 5,000kms)
- Log book method
- One-third of actual expenses method
- 12% of actual cost method

Work related car use might include, amongst other things:

- Visiting customers – existing and new
- Attending meetings & training seminars
- Running errands on behalf of your employer
- Travelling between work sites

Please complete the table below as fully & accurately as possible to ensure we claim the method that gets you the best result possible.

Make and model of the Car	
Registration Number	Registered Owner
Date of Purchase	Purchase Price
Size of the engine cc	Finance type: Lease / Hire Purchase
Odometer reading at 01/07/09	Odometer reading at 30/06/10
No. of kilometres travelled	No. of kilometres travelled for work
Business Use Percentage -as per logbook (a logbook is required to record private/business use of your motor vehicle over a 12 week period and is valid for _____ % 5 years provided that the percentage of work related use remains the same	
How much did you spend on:	
• Petrol \$	• Registration \$
• Insurance \$	• RACV \$
• Tyres \$	• Car wash \$
• Services \$	• Lease/HP interest \$
Other \$ (please specify)	
Do you still hold all receipts / statements and proof of payments? Yes/No	

D2. Other work-related travel expenses

- | | | | |
|------------|---------|------------------|---------|
| Road tolls | \$..... | Accommodation | \$..... |
| Car hire | \$..... | Meals | \$..... |
| Airfares | \$..... | Public transport | \$..... |
| Taxi's | \$..... | Parking | \$..... |

Other travel expenses, please specify:

..... \$..... \$.....
 \$..... \$.....

D3 Work-related uniform and other clothing expenses

	Amount Spent \$
Compulsory/Occupation specific/Protective: Please note, everyday wear purchased for work is not deductible even if you only wear it at work.	
Laundry (up to \$150 without receipts)	
Dry cleaning (applies only to Compulsory/Occupation specific/Protective)	
Other claims – mending/repairs, etc	

D4 Work-related self-education expenses

You can claim self-education expenses if:

- you are upgrading your qualifications for your current employment as a physio
- you are improving specific skills or knowledge *used* in your current employment
- you can show that at the time you were working and studying, your course led, or was likely to lead, to an increase in employment income

	Amount Spent \$		Amount Spent \$
Student union fees		Parking	
Course fees (but not HECS)		Public transport	
Textbooks/Course notes		Computer items < \$300	
Stationery/Postage		Software items < \$300	
Photocopying		Other equipment < \$300	
Internet connection		Other	

D5 Other work-related expenses

	Amount Spent \$		Amount Spent \$
Memberships		Sun protection	
Seminar/Conferences (incl travel expense incurred)		Subscription/Union fees	
		Computer items < \$300	
Books/Journals		Software items < \$300	
Stationery/Postage		Other equipment < \$300	
Mobile phone		Other	
Internet connection		Other	

Claiming home office expenses:

You can only claim occupancy expenses (such as interest on mortgage or rent paid) where your home office is considered to be a place of business. Your home office will not be considered a place of business simply because your work requires you to work outside normal business hours.

You can claim the additional running expenses for your home office by apportioning the actual costs incurred or using a fixed rate of 34 cents per hour. You need to keep a record of the time spent in your home office on employment activities. The record should cover a representative period and a reasonable time, generally four weeks is accepted.

Home office expense to be claimed \$.....

Other types of deductions...please attach details**D6** Low value pool deductionsYes/No/Unsure**D7** Interest deductionsYes/No/Unsure

- Interest charges on previous tax assessments paid during the year can be claimed

D8 Dividend deductionsYes/No/Unsure

- The cost of financial advice obtained for maintaining your investment portfolio is deductible but not the cost involved for drawing up an initial investment plan
- Bank charges, borrowing costs and interest on investment loans are deductible
- If a home equity loan or similar is used for investment purposes as well as to re-finance your home, a proportion of the interest and other costs will be deductible
- Other expenses to consider, if incurred during the generation of investment income include: home office, computer and software, internet connection, telephone, journals/magazines, seminars

D9 Gifts or donations Yes/No/Unsure

- Receipts must be marked 'tax deductible' and include your name
- Joint donations must be apportioned equally

D10 Cost of managing tax affairs.....Yes/No/Unsure

- The amount paid to your tax agent during the year ended 30th June, 2011, is deductible including travel expenses incurred if you visited them on site

D11 Deductible amount of UPP of foreign pension or annuity.....Yes/No/Unsure**D12** Personal superannuation contributions.....Yes/No/Unsure

Details of Superannuation Fund, if non-employer sponsored super contributions

Full name of Fund

Fund ABN.....Account No

D13 Deduction for project poolYes/No/Unsure**D14** Forestry managed investment scheme deductionYes/No/Unsure

Product/Private ruling, code year number

D15 Did you have Income Protection Insurance? \$Yes/No/Unsure

Other deductions e.g. subscriptions / donations to political parties (please specify)

.....
.....

LOSSES – please complete

- L1** Tax Losses of earlier income years (if known).....Yes/No/Unsure
L2 Capital Losses of earlier income years (if known)Yes/No/Unsure

TAX OFFSETS/REBATES – please complete

- T1** Do you have a dependent spouse (without children), a child-housekeeper or a housekeeper?Yes/No/Unsure
These tax offsets may not be available if you are eligible to claim FTB Part B.
- T2** Are you a senior Australian?Yes/No/Unsure
- T3** Are you a pensioner?Yes/No/Unsure
- T4** Did you receive a superannuation income stream?Yes/No/Unsure
- T5** Do you have Private Health Insurance?.....Yes/No/Unsure
If so, can you **please provide a copy of the Schedule** provided at the end of the year
Fund Name
Member Number Type of cover: Hospital/Ancillary/Combined
Rebate availableYes/No/Unsure

T6 Education Tax Refund:

If you are eligible to receive Family Tax Benefit - Part A for the year ended 30/06/2011 and, in relation to your children, you incurred eligible education expenses (computers, printers, repairs and maintenance to computers and printers, USB flash drives, home internet connection, software for educational use, school textbooks & other paper based school learning material), you can claim a refund of 50% of your expenditure.

- Are you entitled to Family Tax Benefit A? Yes please provide details below
No please move onto Income section

To make a claim, please complete:

Number of primary school children:

Total amount of expenditure on eligible items (limited to \$780 per child) \$_____

Number of secondary school children:

Total amount of expenditure on eligible items (limited to \$1,558 per child) \$_____

- T7** Did you make superannuation contributions on behalf of a spouse ..Yes/No/Unsure
If so, please provide details of how much and who it was paid to
- T8** Did you live in a remote zone or serve overseas with the defence force in 2011? If
so, where? **please provide details & incl dates if not for full year**.....Yes/No/Unsure
- T9** Are your net medical expenses \$2,000?Yes/No/Unsure
- Net medical expenses are the medical expenses you have paid less any refunds received from Medicare or a private health insurer
 - The medical expenses must be for you, your spouse or your dependants
 - Medical expenses are amounts paid to legally qualified doctors, nurses or chemists and public/private hospitals, relating to an illness or operation
 - Other medical expenses include payments: to dentists, orthodontists or registered dental mechanics; to opticians or optometrists, including the cost of prescription spectacles or contact lenses; to a carer of a person who is blind or permanently confined to a bed or wheelchair; for therapeutic treatment under the direction of a doctor; for medical aids prescribed by a doctor; for artificial limbs or eyes and hearing aids; for maintaining a properly trained dog for assisting people with a disability (but not for social therapy); for laser eye surgery, and; for treatment under an in-vitro fertilisation program.
 - Medical expenses specifically excluded are payments made for: cosmetic operations for which a Medicare benefit is not payable; dental services or treatments that are solely cosmetic; therapeutic treatment not formally referred by a doctor – a mere recommendation by a doctor is not enough for the treatment to qualify, you must be referred to a particular person for specific treatment; chemist-type items, such as pain relief tablets; inoculations for overseas travel; non-prescribed vitamins or health foods; travel/accommodation expenses associated with medical treatment; contributions to a private health insurer; chemist items that are not related to an illness or operation; life insurance medical examinations; ambulance charges and subscriptions, and; funeral expenses

If you would like us to conduct a Medicare online search, please provide your Medicare number and your IRN (the number beside which your name is stated on your card) and that of your dependents

Medicare number: IRN.....

IRNs of your dependents:

NEW INCOME TESTS – just let us know if you need help with these answers

- IT1** Reportable fringe benefits amount\$.....
IT2 Reportable employer superannuation contributions\$.....
IT3 Tax-free government pensions\$.....
IT4 Target foreign income.....\$.....
IT5 Reportable net financial investment loss\$.....
IT6 Net rental property loss\$.....
IT7 Child support you paid\$.....

OTHER RELEVANT INFORMATION

Did your Australian Residency change at all during 2011?.....Yes/No/Unsure
Do you have a HECS/HELP debt or student supplement loanYes/No/Unsure

Please forward my returns to me via: EMAIL / POST

By signing this document you confirm that you believe that you can prove the expenses that you wish to claim in your tax return; and that you understand that you could be fined for lodging a false tax return.

Dated the day of, 2011

Signature of Taxpayer

SCHEDULE A – CAPITAL GAINS

Please note that capital gains is calculated using the CONTRACT date and not the settlement date so please keep this in mind when determining which financial year you need to provide information to us .

(a) Did you sell property?Yes/No

If yes, we will need to know the following information: (Please complete for each sale)

Address:

Date the purchase contract was signed	/ /
Purchase cost of the Investment Property	\$
Purchase costs incurred:	
- Legal fees	\$
- Stamp duty	\$
- Buyers agent costs	\$
- Building & pest inspections	\$
- Other	\$
Date the sale contract was signed	/ /
Sale Price	\$
Sale costs incurred:	
- Legal fees	\$
- Real estate agent costs	\$
- Other	\$
Any other relevant information	\$

(Please also provide "statement of adjustments" completed by your solicitor/conveyancer)

(b) Did you sell any shares?Yes/No

If yes, we will need to know the following information: (Please complete for each sale)

Name of shares sold:

Date of Purchase of Shares	/ /
Purchase cost of the Shares	\$
Purchase costs incurred:	
- Brokerage Fees	\$
- Other	\$
Date of sale of the Shares	/ /
Sale Price	\$
Sale costs incurred:	
- Brokerage Fees	\$
- Other	\$
Any other relevant information you are able to supply	\$

SCHEDULE B – RENTAL INCOME

Please complete for each property you rented out during the year.

Taxpayers Name: _____ Ownership %: _____

Taxpayers Name: _____ Ownership %: _____

Address of Property: _____

_____ State: _____ P/Code _____

Date first Available for Rent: _____ No of weeks Rented: _____

INCOME:	\$	DESCRIPTION OR WORKINGS
Rental Income		
Other Income		
EXPENSES:	\$	
Advertising		
Body Corporate		
Borrowing Costs		
Cleaning		
Council Rates		
Depreciation (Note 1)		
Gardening		
Insurance		
Interest (Note 1)		
Land Tax		
Legal Costs		
Pest Control		
Property Agent Fees		
Repairs & Maintenance (Note 2)		
Special Building Write Off (Note 1)		
Stationary, Telephone, Postage		
Travel Expenses (Note 1)		
Water Charges		
Sundry Rental Expenses		
-		
-		
-		
-		

Other Information: _____

Note 1. A potential Audit area for 2011. Please review your facts.

Note 2 Always a potential audit area. Please review your facts.

TAX TIPS FOR CLAIMING DEDUCTIONS RELATING TO YOUR INVESTMENT PROPERTY

It is all too common that investors spend money in their activity as an investor and fail to claim these expenses as a tax deduction simply because they are not aware of the possibilities. Therefore, to assist in getting you the best possible tax result, please let us know the following information...

Property Details

1. Full address of the property
2. Details of the legal ownership as per the title records
3. Date of settlement
4. Purchase price
5. Please provide a Quantity Surveyors report for each property if you have not done so previously

Loan Details

1. Date loan taken out
2. Amount of loan
3. Over how many years is the loan contract?
4. Can we please have copies of any paperwork regarding the loan and the costs that the bank charged to create the loan? That is, we need to know about things like:
 - Establishment fees
 - Application fees
 - Mortgage stamp duty
 - Lenders mortgage insurance
 - Lenders legal costs
 - Other costs and charges paid to the bank

Income

1. We will need to know the full rental income for the year, plus
2. Any other income paid to you in relation to the property by the agent, the tenant, the insurance company...etc.

Costs

This is where things get really interesting and we have separated this section into obvious tax deductions and not-so-obvious obvious tax deductions...

1. Obvious Tax Deductions

- Advertising for a tenant
- Agent's fees in relation to managing the property
- Bank fees on loan accounts
- Body corporate fees
- Cleaning of the investment property and its chattels
- Council rates
- Gardening & mowing costs
- Insurance
- Interest paid on the loans taken out to buy the investment property
- Land tax
- Legal fees relating to ongoing income matters
- Pest control
- Quantity Surveyors report for the depreciation available
- Repairs to the investment property and its chattels
- Telephone, postage & stationery costs regarding your investment
- Travel to and from property – how many kms would you have travelled and what car(s) do you drive?
- Water rates

2. Not-so-obvious Costs regarding your investment

- Bank fees on non-investment loans where the account was used to receive rent or pay the bills relating to the investment property.
- Cleaning products used in home office or for the investment property.
- Do you pay your teenage children for assisting with the investment property?
That is, do they mow the lawns of the investment property? Do they maintain the computer records of the investment? Or, do they do anything else in relation to the property investments for which they are paid? If so, how much have you paid them?

- Do you pay a spouse or anyone else to maintain the records relating to the investment property? For example, do you pay them to look after the bookkeeping or property management in relation to your investments? If so, how much did you pay?
- Did you buy anything for your home office? As an example, this could be crockery, cutlery, music, wall paintings or prints, rugs, furniture such as desks, lamps, bookcases etc, books, magazines, educational products, food and drinks served during meetings with anyone meeting with you in relation to your investments? If so, how much was spent on each item?
- Did you buy gifts for anyone in relation to your investment properties? As an example, these could be bottles of alcohol, chocolates, flowers, movie tickets, etc? These gifts could be for the tenants, the property manager, the bookkeeper (even if it is your spouse) the gardener (even if it is your children) the professionals you use such as accountants, brokers and solicitors. If so, how much did you spend?
- Do you use the internet to keep in touch with your accountant, insurance broker and property manager? Do you use it to monitor the investment related bank and loan accounts? Or for other investment related activities? If so, we may be able to claim part of the costs. How much did you spend and what proportion of the time do you think that the internet was used in relation to your investments?

We are happy to offer a **FREE** consultation with our wealth strategist if you think this is something that may be of relevance to you.

We have access to a number of services that can help you on your journey to financial independence. These questions have been designed to assist you in finding out whether our services are appropriate for you - Please feel free to complete and return this questionnaire to our office if you are interested in a **FREE** meeting with our wealth strategist.

Name: Mr/Mrs/Ms/Miss:
Best mode of contact is phone: or email:

It is extremely important that we all have a Will but even more so for those with investments in property or other areas. Is your Will up to date? Yes/No/Unsure

Are you happy with your current loan structure? Yes/No/Unsure
We can get our mortgage broker, Nicole, to contact you for an obligation free review of your loans. Nicole is experienced in dealing with the structures unique to property investors and can help to ensure your structure is set up in the most tax effective manner available to you. She can even get competitive rates on Hybrid Trust loans which is impressive in the current market!

Would you like Nicole to give you a call?..... Yes/No/Unsure

Include a quick summary of your assets and liabilities for us to pass on to Nicole:

Assets

Loans

Do you have the following insurances?

Life Insurance..... Yes/No/Unsure

Income Protection Insurance Yes/No/Unsure

Is this policy(ies) in your personal name? Yes/No/Unsure

Do you have a trust or other structure used for investment/tax planning? Yes/No/Unsure

Do you need any assistance in purchasing new investment property? Yes/No/Unsure
Our specialist can help with new, existing, and development (off the plan) properties.

Where is your Superannuation?

Are you happy with this? Yes/No/Unsure

Do you want more information about Self Managed Super Funds? Yes/No/Unsure

Do you have any interest in using your Super to purchase property? Yes/No/Unsure

Do you require any financial planning? Yes/No/Unsure

Our financial planner is great with property investors not just selling you managed funds

Do you run your own business? Yes/No/Unsure

Would you like any assistance with business planning, structures, process improvement
or other areas? Yes/No/Unsure

Are all your business insurances up to date? Yes/No/Unsure