

SOUTHSIDE TAXATION & FINANCIAL SERVICES PTY LTD

ABN: 62 099 752 888

CLIENT CHECKLIST FOR 2021-2022 INCOME TAX RETURN

A	CLIENT DETAILS : (COMPLETE ONLY IF YOUR DETAILS ARE CHANGED OR NEW CLIENT)
	Name:.....Tax File Number:.....
	Date of Birth:.....Email:
	Address:.....
	Telephone No: (H).....(M).....Occupation.....

B	INCOME DETAILS : (PLEASE PROVIDE SUPPORTING DOCUMENTS)								
	<p>Did you receive any income from: (Please circle)</p>								
1	Salary/wages (Please provide PAYG Summary) YES NO								
2	Centrelink income Payments (like Newstart allowance/Youth allowance/Pension/Maternity leave payment JOB SEEKER/paid parental leave etc.)..... YES NO								
3	Bank interest & withholding taxes (Please provide bank statement)..... YES NO								
4	Dividends including reinvested dividend from shares (Please provide statement)..... YES NO								
5	Trust (eg: unit, cash management, partnership, deceased estate) YES NO								
6	Did you receive any lumpsum payments (Eg ETP)? YES NO								
7	FOR CAPITAL GAINS TAX purpose did you sell/ dispose off any assets in Australia and/or overseas eg: SHARES, BITCOIN, CRYPTO CURRENCY, LAND, INVESTMENT PROPERTY etc) YES NO								
8	Did you receive any FOREIGN SOURCE INCOME (eg: foreign employment/Pension/ Interest/Rent) YES NO								
9	Did you receive any other form of income (Royalties, Consulting fees etc)? YES NO								
10	Did you receive any business income or incur any business expenses with ABN? YES NO								
11	<p>Do you own a rental property? YES NO</p> <p>If yes please summarise the following item in the attached schedule</p> <table style="width: 100%;"> <tr> <td>a) Rent received</td> <td>b) Agent's fee/commission</td> </tr> <tr> <td>c) Council rates</td> <td>d) Waterrates</td> </tr> <tr> <td>e) Repairs & Maintenance (dates and details required)</td> <td>f) Interest on loan as per bank statement</td> </tr> <tr> <td>g) Stratalevies</td> <td>h) Other</td> </tr> </table> <p>If newly acquired or sold, provide settlement details:</p> <p>Are you a SOLETRADER: YES/NO. If YES Have you received JOB KEEPER Payment from the ATO :YES/NO</p>	a) Rent received	b) Agent's fee/commission	c) Council rates	d) Waterrates	e) Repairs & Maintenance (dates and details required)	f) Interest on loan as per bank statement	g) Stratalevies	h) Other
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C	DEDUCTIONS
	Did you incur any work related expenses which you have documentation for:
a	Work related motor vehicle expenses (either summarise vehicle expenses including fuel/rego/repairs & maintenance, lease payment details or log book for business kilometers travelled)..... YES NO
b	Uniform expenses, laundry and drycleaning..... YES NO
c	Self- Education expenses more than \$250 YES NO
d	Purchase of Capital Assets (laptop/Computer/Car) YES NO
e	Union fee/Subscriptions/Magazines YES NO
f	Income Protection Insurance..... YES NO
g	Any other work related expenses /Work from home /Home office..... YES NO
h	Donations to eligible organisations YES NO
i	Previous year Tax agent fee..... YES NO

D	Do you have private health insurance cover? (PI provide policy certificate)	YES	NO
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E	Are you eligible for medicare levy exemptions	YES	NO
	If yes have you applied for the exemption certificate?	YES	NO

F	OFFSET/REBATES		
1.	Dependent (invalid and carer) - Rebate can be claimed for parents only if they are receiving disability support pension or invalid service pension	YES	NO
2.	Did you receive single parenting payment from Centrelink?	YES	NO
3.	Have you made any super contribution for your spouse?	YES	NO

G	Are you making any Child Support payments?.....	YES	NO
H	Do you have any outstanding commonwealth Liabilities?	YES	NO
I	Do you have a HECS Debt?	YES	NO
J	Any other information which may be relevant to the completion of this Tax Return?	YES	NO

TAX PAYER'S DECLARATION	
I declare that all the information I have given above is true and correct and I have the necessary receipts and records to support each of the above amounts claimed.	
<p>.....</p> <p>(TAXPAYER'S SIGNATURE)</p>	<p>.....</p> <p>Date</p>