

2023 Personal Tax Return Questionnaire

Client: _____ Date: _____

To assist us in preparing your income tax return, please use this questionnaire as a checklist when you compile your information. With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check your return income against independent sources. This applies to PAYG Payment Summary income, interest received and dividends.

For deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit, you will need to be able to substantiate the deductions claimed. Finally, if you have sold any assets during the year, please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

Thank you for completing this questionnaire. Completing it may take considerable time and effort however your efforts will enable us to process your work quickly and efficiently because we will have all the necessary information at hand to complete the work. This will also ultimately save you money and time because we won't need to come back to you with further requests for information, thus delaying the processing of your return.

Please ensure you attach all relevant documentation to the questionnaire, then sign and date this form below, and return your questionnaire and documentation to us.

To ASM Accounting Solutions:

I/We hereby instruct you to prepare our Tax Returns for the financial year ended 30 June 2023.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require enabling you to carry out the above assignment.

Further I agree and authorise ASM Accounting Solutions to deduct all/any outstanding accounting fees directly from any tax refund that has been received on my behalf or of that which has been received on behalf of any/all entities that I am affiliated with.

Fee value to be deducted if any \$..... .

Name: _____

Signature: _____



Date: _____

Personal Details:

Tax File Number:

ABN:

Are you an Australian resident? YES/NO/UNSURE.....

Name:

Mr/Mrs/Ms/Miss:

Name changed since last return? YES/NO

If YES, previous name:.....

Postal Address:

.....

Postal address changed from last tax return? YES/NO

Residential Address:

.....

Date of birth: /...../

Telephone: (H) (W) (M)

Email:

Occupation:

Spouse details (if applicable):

Do you want to use Electronic Funds Transfer? YES/NO *

If YES, provide bank details BSB: Account Number:

Account name:

** Tax refunds can be made via electronic funds transfer. It should be noted that this electronic funds transfer authority can be cancelled for future years.*

If we are preparing your return for the first time:

Please provide:

- A copy of your last tax return, taxation assessment and PAYG instalment notices YES/NO
- Copies of any other correspondence with the Tax Office such as objections, penalties, Statement of Account, Garnishee Notice, Final Notice to Lodge YES/NO

INCOME – Please provide evidence

- 1. Salary or wages YES/NO
- 2. Allowances, earnings, tips, director's fees etc YES/NO
- 3. Employer lump sum payments YES/NO
- 4. Employment termination payments YES/NO
- 5. Australian Government allowances and payments like Youth Allowance, JobSeeker and Austudy payment YES/NO
- 6. Australian Government pensions and allowances YES/NO
- 7. Australian annuities and superannuation income streams YES/NO
- 8. Australian superannuation lump sum payments YES/NO
- 9. Attributed personal services income YES/NO
- 10. Gross Interest YES/NO
- 11. Dividends YES/NO
- 12. Employee share schemes YES/NO
- 13. Distributions from partnerships and/or trusts YES/NO
- 14. Personal services income (PSI) YES/NO
- 15. Net income or loss from business (as sole trader) YES/NO
- 16. Deferred non-commercial business losses YES/NO
- 17. Net farm management deposits or repayments YES/NO
- 18. Capital gains YES/NO
- 19. Foreign entities..... YES/NO
- 20. Foreign source income (including foreign pensions) and foreign assets or property YES/NO
- 21. Rent YES/NO
- 22. Bonuses from life insurance companies or friendly societies YES/NO
- 23. Forestry managed investment scheme income YES/NO
- 24. Other income (please specify) YES/NO
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DEDUCTIONS – Please provide evidence

D1. Work related car expenses

- cents per kilometre method (up to a maximum of 5,000 kms) YES/NO
- log book method YES/NO
- Have any car expenses been reimbursed by your employer? YES/NO

D2. Work related travel expenses

Employee domestic travel with reasonable allowance YES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? YES/NO

Overseas travel with reasonable allowance YES/NO

- Do you have receipts for accommodation expenses? YES/NO
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary)... YES/NO

Employee without a reasonable travel allowance YES/NO

- Did you incur and have receipts for airfares? YES/NO
- Did you incur and have receipts for accommodation? YES/NO
- Do you have receipts for hire cars (if applicable)? YES/NO
- Did you incur and have receipts for meals and incidental expenses? YES/NO
- Do you have any other travel expenses? YES/NO

Other work-related travel expenses (e.g., a borrowed car) YES/NO
(Please specify)

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D3. Work related uniform and other clothing expenses

Protective clothing YES/NO

Occupation specific clothing YES/NO

Non-compulsory uniform YES/NO

Compulsory uniform YES/NO

Conventional clothing YES/NO

Laundry expenses (up to \$150 without receipts) YES/NO

Dry cleaning expenses YES/NO

Other claims such as mending/repairs, etc (please specify) YES/NO

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Have any clothing, laundry and dry cleaning expenses been reimbursed by your employer? YES/NO

D4. Work related self-education expenses

Course taken at educational institution:

- union fees YES/NO
- course fees YES/NO
- books, stationery YES/NO
- depreciation YES/NO
- travel YES/NO
- other (please specify) YES/NO
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- Have any self-education expenses been reimbursed by your employer? YES/NO

D5. Other work related expenses

Home office expenses (including working from home due to COVID-19) YES/NO

Computer and software YES/NO

Telephone/mobile phone YES/NO

Tools and equipment YES/NO

Subscriptions and union fees YES/NO

Journals/periodicals YES/NO

Depreciation YES/NO

Sun protection products (i.e., sunscreen and sunglasses) YES/NO

Personal protective equipment (e.g., facemasks, sanitiser) YES/NO

COVID test (e.g., Rapid Antigen Test kits) YES/NO

Seminars and courses not at an educational institution:

- course fees YES/NO
- travel YES/NO
- other (please specify) YES/NO

Any other work-related deductions (please specify) YES/NO

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Have any other work-related expenses been reimbursed by your employer? YES/NO

Other types of deductions

D6. Low value pool deduction YES/NO

D7. Interest deductions YES/NO

D8. Dividend deductions YES/NO

- D9. Gifts or donations YES/NO
- D10. Cost of managing tax affairs YES/NO
- Interest charged by the ATO (e.g., Shortfall Interest Charge and General Interest Charge) YES/NO
- Litigation costs..... YES/NO
- Other expenses incurred in managing tax affairs YES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuity YES/NO
- D12. Personal superannuation contributions YES/NO
- Full name of fund: Account no:
- Fund ABN: Fund TFN:
- Have you provided the fund a notice of intention to deduct the contribution?..... YES/NO
- Has this notice been acknowledged by the fund?..... YES/NO
- D13. Deduction for project pool YES/NO
- D14. Forestry managed investment scheme deduction YES/NO
- D15. Other deductions (please specify) YES/NO
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- Have any amounts at D6 to D15 been reimbursed by your employer?..... YES/NO
- L1. Tax losses of earlier income years YES/NO

Tax offsets/rebates

- T1. Are you a senior Australian and/or Pensioner? YES/NO ^❶
- T2. Did you receive an Australian Superannuation income stream? YES/NO
If yes Amount \$.....
- T3. Did you make Superannuation contribution on behalf of your spouse? YES/NO
If yes Amount \$.....
- T4. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2023? YES/NO
- T5. Did you maintain a dependent who is unable to work due to invalid or carer obligations? YES/NO
- T6. Are you entitled to claim the landcare and water facility tax offset? YES/NO
- T7. Are you involved in an Early-stage capital limited partnership? YES/NO
- T8. Did you acquire newly issued shares in a qualifying 'early-stage innovation entity? YES/NO
- T9. Are you entitled to any other refundable tax offsets (please specify) YES/NO
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^❶ These tax offsets may not be available where the taxpayer is eligible to claim FTB Part B.

Other relevant information

A. Are you entitled to the Medicare levy exemption or reduction in 2023? YES/NO
(If yes, please specify):

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B. Did you and your spouse/ dependants have Private Health Insurance in 2023
Income year? YES/NO

C. Were you under the age of 18 on 30 June 2023? YES/NO

D. Did you become an Australian tax resident at any time during the 2023 income year?..... YES/NO

E. Did you cease to be an Australian tax resident at any time during the 2023 income year?... YES/NO

F. Did you make a non-deductible (non-concessional) personal super contribution? YES/NO

G. Do you have a HECS/HELP liability or a student financial supplement loan debt? YES/NO

H. Are you a working holiday maker in Australia on a 417 (working holiday) visa or
462 (work and holiday) visa or a 408 (covid-19 pandemic event) visa? YES/NO

I. Did a trust or company distribute income to you in respect of which family trust distribution
tax was paid by the trust or company? YES/NO

J. Do you have a loan with a private company or have such a loan amount forgiven? YES/NO
(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):

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K. Did you receive any benefit from an employee share acquisition scheme? YES/NO
(If yes, please specify) – (reviewer consider if assessable in year):

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L. Family Tax Benefit ('FTB'):

– Did you have care of a dependent child in 2023? YES/NO

– Did you or your spouse receive FTB through Services Aust in 2023? YES/NO

M. Income tests information

– Do you have any Total reportable fringe benefits amounts in 2023? YES/NO

– Do you have any Reportable employer superannuation contributions in 2023? YES/NO

– Did you receive any tax-free government pensions in 2023? YES/NO

– Did you receive any target foreign income in 2023? YES/NO

– Did you have a net financial investment loss in 2023? YES/NO

– Did you have a net rental property loss in 2023? YES/NO

– Did you pay child support in 2023? YES/NO

- o Number of dependent children?.....

N. Spouse details (if applicable)

- Did you have a spouse for the full year from 1 July 2022 to 30 June 2023? YES/NO
 - If you had a spouse for only part of the income year, please specify the dates between 1 July 2022 to 30 June 2023 when you had a spouse:
 Spouse name: DOB:
 From / / to / /.....
- Did your spouse die during the income year? YES/NO
- What was your spouse’s taxable income for the 2023 income year? \$.....
 Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse’s taxable income for the 2023 income year? YES/NO
- Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the 2023 income year? YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2023 income year? YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2023 income year? YES/NO
- Did your spouse receive any exempt pension income in the 2023 income year? YES/NO
- Does your spouse have any reportable super contributions for the 2023 income year?.... YES/NO
- Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*? YES/NO
- Did your spouse receive any ‘target foreign income’ in the 2023 income year?YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the 2023 income year? YES/NO
- Did your spouse pay child support during the 2023 income year?YES/NO
- If your spouse is aged between their preservation age and 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2023 income year which included a taxed element that does not exceed their low rate cap?.....YES/NO