



**CLIENT CHECKLIST FOR 2009/2010 INCOME TAX RETURN**

**Taxpayers Full Name:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
(Do not complete if same as residential)

**Phone:** Bus: \_\_\_\_\_ Home: \_\_\_\_\_ Mob: \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Has your Marital Status Changed:** YES / NO

**Email Address:** \_\_\_\_\_

(I want to be contacted at this e-mail address with Thiel Partners Newsletters and special offers).

**Was last year's return prepared by a registered tax agent?** YES / NO  
(If you answered YES, please state the previous tax agent's name and address)

To help you gather the information we need to prepare your income tax return, we have listed the areas we think may be applicable to you. If an area is not relevant please indicate this by placing a line through the box. If you believe we have not addressed an area, please attach details and documentation. Please attach a separate sheet should you require more space in any of the sections.

**N.B. If you are a new client please attach a copy of your last income tax return lodged including depreciation schedules and worksheets.**

**1. SALARY, WAGES, AUSTRALIAN GOVERNMENT ALLOWANCES, PENSIONS**

Please list income received from any of the above sources during the year ended 30 June 2010 and **ATTACH PAYG SUMMARIES, PENSION ADVICE, ANNUITY STATEMENTS, SUPERANNUATION INCOME STREAMS AND ELIGIBLE TERMINATION PAYMENT (ETP / LUMP SUM) ADVICES.**

**Your Main Occupation:** \_\_\_\_\_

Name of Employer/Payer	Summary Attached (✓)

**Did you have any reportable fringe benefits this year?** YES / NO

## 2. BANK INTEREST

Please list any interest received during the year ended 30 June 2010. Please also list details of any new investment.

*Note - Please advise if tax has been deducted from interest received due to your tax file number not being disclosed. If account is in joint names show total interest received not your share.*

Bank	Gross Interest \$	TFN Deducted \$	Joint Names

## 3. AUSTRALIAN DIVIDENDS

Please list any dividends received during the year ended 30 June 2010. Please advise if tax has been deducted from dividends due to your tax file number not being disclosed.

- PLEASE ATTACH ALL DIVIDEND ADVICE SLIPS AND REINVESTMENT NOTIFICATIONS

Company	Unfranked Amount \$	Class "C"	
		Franked Amount	Imputation Credit

## 4. PARTNERSHIP, TRUST & MANAGED INVESTMENT FUND DISTRIBUTIONS

Please list any partnerships, trusts or managed funds you had an interest in during the year ended 30 June 2010.

Partnership, Trust or Managed Fund Name	Tax Summary attached (✓)

- PLEASE ENSURE YOU INCLUDE THE YEAR END TAX SUMMARIES PROVIDED BY THE MANAGED FUNDS, AND NOT THE DISTRIBUTION REPORTS. GENERALLY THESE ARE NOT AVAILABLE UNTIL AUGUST EACH YEAR. PLEASE CHECK WITH YOUR FUND MANAGER AS TO WHEN IT WILL BE AVAILABLE.

**5. CAPITAL GAINS OR LOSSES ON SALE OF ASSETS**

You might be subject to capital gains tax if you sold any assets during the year ended 30 June 2010. Assets subject to Capital Gains Tax (CGT) are those acquired after 19 September 1985, and include shares, business assets, real estate (excluding main residence) and works of art, antiques and some personal items. If you have sold any assets, please list details below. Please note that for CGT purposes, **the sale date is the date of contract or agreement. Please provide copies of the sale contracts and all associated documentation in relation to the sale of the asset.**

Asset Description	Date Acquired	Cost Price \$	Date Sold	Sale Price \$

**6. FOREIGN SOURCE INCOME (OR LOSSES)**

Please list any dividends, rent, wages, pensions received from foreign country during the year ended 30 June 2010. Please provide full details of the Foreign Income and Losses.

Type of Foreign Income	Payer	Name of Country	Gross Income Received	Details Attached (✓)

**7. FOREIGN ASSETS.**

Do you own or have an interest in foreign assets? If yes, please contact our office to speak with an accountant.

**8. EMPLOYEE SHARE SCHEMES**

Did you receive or purchase any shares or options under an Employee Share Scheme?

Company	Details attached (✓)

**9. OTHER INCOME (Rental Property Income go to Page 10)**

Please list income derived from any other source (excluding income received from rental properties) not referred to above, e.g. Friendly Society Policy, Forestry Managed Investment Schemes, Farm Management Deposits, Employee Share Schemes.

Item	Amount \$

Is this income from a service providing business (i.e. consulting)?  YES  NO

**10. DEDUCTIONS**

Please list expenditure incurred in relation to any of the following categories during the year ended 30 June 2010. Please note that these expenses must be able to be substantiated with documentary evidence. Penalties may apply if your claims are disallowed.

**10.1. CAR EXPENSES**

Did you travel between two or more workplaces? If yes, give details of the workplaces and distances involved.

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Did you travel from your home to alternative workplace? If yes, give details of the workplaces and distances involved. \_\_\_\_\_

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Did you travel because you had shifting places or work? If yes, give details of workplaces and distances involved. \_\_\_\_\_

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Did you travel where your home was your base of employment? If yes, please give details of the workplaces and distances involved. Please also provide details as to why your home is your base of employment.

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Did you travel while carrying bulky equipment? If yes, please give details as to the dimensions and weight of the equipment, why you needed to carry the equipment, the number of occasions you carried it and what storage facilities your employer provides for such equipment. \_\_\_\_\_

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Did you travel for other purposes? If yes, please provide full details of your claim, including the distances involved. \_\_\_\_\_

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<b>PART 1 – Car &amp; Ownership Details</b>	<b>Car 1</b>	<b>Car 2</b>
Car make and type e.g. Holden Utility		
Registration Number		
Engine capacity		
Kilometres travelled		
Do you own or lease the car? Provide Contract		
Who is the registered owner?		
When did you acquire the car?		
What was the original cost?	\$	\$

<b>PART 2 – Log Book Claims</b>		
Odometer reading at the start of period under review		
Odometer reading at the end of the period under review		
Business use percentage from your log book %		
Business kilometres (see below**)		

If you did not use the logbook method, tell us how you estimated the number of kilometres the car travelled. If you kept a diary or other record, please send it to us with the completed checklist.

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\*\*If you used the logbook method, did you take into account any variations in the pattern of use of the car and any changes in the number of cars you used? Please provide details.

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Please explain why you incurred these expenses for work purposes.

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## 10.2. TRAVEL EXPENSES

<b>Expense Type</b>	<b>Amount Claimed \$</b>	<b>What type of evidence/records do you have?</b>
Accommodation		
Meals		
Incidentals		
Transport Expenses		
Other (please specify)		

**10.3 UNIFORM CLOTHING AND LAUNDRY EXPENSES**

Clothing Expense Type	Amount Claimed \$	What type of evidence/records do you have?
Protective		
Occupation specific		
Compulsory uniforms		
Non-compulsory uniforms		
Conventional		
Laundry		
Other (please specify)		
Total	\$	

Please provide a brief description of the clothing and explain why you need to use these clothes for work purposes.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10.4 SELF EDUCATION EXPENSES**

Expense Type	Amount Claimed \$	What type of evidence/records do you have?
Fees		
Accommodation		
Books, stationery etc		
Other (please specify)		
Total	\$	

Please explain how these expenses relate to your income.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Course \_\_\_\_\_  
 Institution \_\_\_\_\_ When did you commence the course \_\_\_\_\_

**10.5. OTHER WORK EXPENSES**

Expense Type	Amount Claimed \$	What type of evidence/records do you have?
Union Fees		
Home office (please specify)		
Outdoor Protection		
Tools		
Overtime Meals		
Other (please specify)		

Please explain how these expenses relate to your income. If you have estimated the work related portion of an expense e.g. telephone, describe how you calculated the amount.

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**10.6. NON-EMPLOYER SPONSORED SUPERANNUATION CONTRIBUTIONS**

Name of Fund	Policy Number	Amount \$

- PLEASE PROVIDE DETAILS OF ANY EMPLOYER SUPERANNUATION SUPPORT

**10.7. INTEREST AND DIVIDEND DEDUCTIONS**

Type of Expense	Amount \$

**10.8 GIFTS AND DONATIONS (Include receipts for each claim)**

*(Please note deductions are only allowed where the gift is made voluntarily and you do not receive a material reward for making the donation.)*

Type of Expense	Amount \$

**10.9. OTHER DEDUCTIONS (E.g. Accounting Fees, Income Protection Insurance)**

Type of Expense	Amount \$

**11. REBATES / OFFSETS**

If you consider that you may be entitled to any of the following rebates, please mark the appropriate box and supply supporting documentations where applicable.

Rebate / Offset	Entitled	
	Yes	No
Spouse without Children – If yes, please advise spouse’s separate net income		
Zone – If yes, please advise town and period of residence		
Net Medical Expenses Exceeding \$1,500 *		
Superannuation Contributions on behalf of spouse – Please advise amount paid		

- **PLEASE ATTACH A LISTING OF MEDICAL EXPENSES INCURRED AND REBATES RECEIVED**

**Dependents & Family Tax Assistance**

Did you receive Family Tax Benefit direct from Centrelink during the period 1<sup>st</sup> Jul 2009 to 30<sup>th</sup> Jun 2010? YES / NO

If NO, please provide your Dependent Children’s details below.

Children’s Name	No. of nights with you	Date of Birth	Separate Net Income
		/ /	
		/ /	
		/ /	
		/ /	

**12. HEALTH INSURANCE**

Did you have private patient hospital cover during 2009/2010? YES / NO  
 Number of days covered? \_\_\_\_

Type of Cover? *Please circle.* A = Ancillary Only H = Hospital Only C = Combined Coverage

Are you entitled to claim the 30% Private Health Insurance Rebate? (See your Private Health Insurance Statement for details). YES / NO. If yes, amount claimable? \$\_\_\_\_\_

Name of Health Fund	Membership Number	No. of dependent children covered by the policy

- **PLEASE PROVIDE COPY OF PRIVATE HEALTH INSURANCE STATEMENT**



**14. ADDITIONAL INFORMATION REQUIRED**

Did you receive any tax exempt payments from Centrelink or Dept of Veteran Affairs? If so, please supply the details:

Type of payment	Details attached (✓)

Did you incur any Child Maintenance Expenditure (Child Support) during the year? If so, please supply the details;

Name of Child	Total payment made for 2010 year

Do you have any outstanding HELP or SFSS debt with the Government? If so, please supply details:

Type of debt	Details attached (✓)

**15. RENTAL PROPERTY SCHEDULE (attached)**

## RENTAL PROPERTY SCHEDULE

### Income and Expenditure Statement

For the period 1<sup>st</sup> July 2009 to 30<sup>th</sup> June 2010.

**Address of Property:** \_\_\_\_\_

*(Please photocopy this schedule for each additional property you own)*

Please complete this statement listing the **TOTAL** income and expenses of the rental property, not just your share.

<b>Income</b>	<b>\$</b>
Gross Rental Income	_____
Other Rental Related Income (e.g. Insurance recoups)	_____
<b>Total Income (A)</b>	_____

<b>Expenses</b>	<b>\$</b>
Interest on mortgage	_____
Agent management fees/commission	_____
Agent inspection fees	_____
Advertising	_____
Bank charges	_____
Body corporate fees	_____
#Borrowing expenses	See note below
#Building & structural improvement write-off	See note below
Cleaning	_____
#Depreciation	See note below
*Insurance	_____
Pest control	_____
Postage and sundries	_____
Gardening/lawn mowing	_____
Rates: - Council	_____
- Water	_____
- Land Tax	_____
Repairs and maintenance	_____
Travel	_____
Other rental expenses (please specify)	_____
<b>Total Expenses</b>	_____
Less private portion (if any)	_____
<b>Total rental expenses claimed (B)</b>	\$ _____
<b>Net profit or loss from this property (A-B)</b>	\$ _____

# Our office may be holding this information, if so, we will complete on your behalf.

\* Please provide us with a copy of your policy advice in relation to all insurance.



## CLIENT AUTHORITY

Thiel Partners is an organisation that is compliant with the Privacy Act of 1988 and the Privacy Amendment (Private Sector) Act 2000.

The privacy regime requires that organisations such as Thiel Partners have in place processes to manage privacy issues and ensure ongoing compliance with the Act.

Confidentiality of client information is of utmost concern and under no circumstances will we deliver or transmit client information without written consent.

This authority is for the purpose of collection of financial information on my behalf for use by Thiel Partners and associated businesses.

I

Hereby authorise Thiel Partners to obtain financial and other information, including personal details, bank and investment records and transactions of all types in relation to my tax, accounting, insurance and financial matters.

Signed:

Date:

**Please complete and sign the above authority to allow us to obtain any further information on your behalf in regards to shares etc if necessary.**

## **INFORMATION ABOUT SUBSTANTIATION**

The law requires you to keep written evidence to substantiate, or prove, certain deduction claims for work related expenses.

### **Written evidence must show:**

The name of the supplier  
The amount of the expense  
The nature of the goods or services  
The date the expense was incurred  
The date the document was made out

### **IMPORTANT**

A credit card statement is not adequate if it does not accurately describe the goods or services provided.

A cash register docket is not acceptable unless it contains the details listed above.

A cheque butt alone is not sufficient documentary evidence.

If the document does not show the date the expense was incurred, you can use independent evidence – for example, a bank statement that shows when it was paid.

If the document does not show the nature of the goods or services, you may write in the missing details before you lodge your tax return.

If you have small expenses of \$10 or less, and the total of those expenses is \$200 or less, you can make a record of these expenses (for example, a diary) instead of obtaining a document from the relevant supplier. This record must contain all the details needed for written evidence.



## CLIENT ENGAGEMENT LETTER 2010

Thank you for your instructions to appoint Thiel Partners Pty Ltd to attend to your taxation requirements. This letter sets out our terms of engagement. Please read it and make sure that you understand the scope of our engagement.

If the terms of our engagement are acceptable, please sign this engagement letter and return to our office along with the client checklist. Please contact this office immediately if you do not understand, or wish to discuss, any aspect of the terms of this engagement.

If you do not forward your signed copy of the engagement letter nor contact us with changes to the engagement, yet continue to provide us with information and instructions regarding your financial affairs, the terms and information provided in this letter will bind us both.

### **Purpose and scope of engagement**

Our engagement is to prepare and lodge the annual income tax returns for you.

As agreed, our services will be provided to you on a fee for service basis based on the hourly rates for members of our firm.

The terms of payment for this engagement are **strictly seven days**.

This letter relates only to the abovementioned service and details the basis and terms of this engagement.

### **Basis of engagement**

As previously discussed, our engagement is to assist with the lodgement of your 2010 taxation requirements.

We expect that all relevant information will be collated and forwarded to our office. We shall detail more specific requirements in respect of the individual tax returns in the next paragraph.

### **Documentation**

Before we lodge any tax returns on your behalf, we will forward them to you for approval and signing. We will endeavour to ensure that the returns are lodged by the due dates and will confirm to you at the beginning of the financial year when documentation should be provided to us. If you are late in providing information, we will do our best to meet the time limits, but we will not be responsible for any lodgement penalties you may incur.

### **Ownership of documents**

The tax returns which we are specifically engaged to prepare, together with any original documents given to us by you, shall be your property. Any other documents brought into existence by us, including general working papers, the general ledger and draft documents, will remain our property at all times.

If our services are terminated, we shall be entitled to retain all documents that we have prepared or hold until payment in full of all outstanding fees.

## **Additional services**

Our fee is only for the preparation and lodgement of the taxation matters detailed above. Any additional services or advice that you requested are not included in this fee. These services will be charged on the basis of the time and degree of skill and acumen required to complete the task undertaken by us, including any direct out-of-pocket expenses. Please note, any correspondence from the Australian Taxation Office that does not relate to initial assessments or original payment notices will be treated as additional services.

We shall now outline the basis of our engagement in the context of the specific services to be provided.

## **Income tax returns**

This firm has been engaged to prepare and lodge income tax returns for yourself and your family.

In addition to the basic financial information required to complete these tax returns, it is expected that the source documentation will be available to allow this firm to analyse the income tax implications of any transaction.

It is also expected that, in respect of individual income tax returns, each person will comply with the substantiation provisions of the Income Tax Assessment Act.

We will specifically advise as to the requirements of the substantiation provisions relating to your income tax return and of the necessity to obtain acceptable receipts as specifically required by the legislation.

From time to time, this firm prepares templates and schedules to assist with the collation of information to complete income tax returns.

These will be provided free of charge.

The fee for this service does not cover any inquiries or investigations conducted by the Australian Taxation Office.

## **Confirmation of engagement**

Obviously, there are many issues to consider in this engagement and we ask that you consider all aspects of this letter to ensure that you are satisfied with the scope of our engagement.

Please contact us if you have any queries about this letter.

As mentioned above, if you do not forward your signed copy of the engagement letter, nor contact us with changes to the engagement, yet continue to provide us with information and instructions regarding your financial affairs, the terms and information provided in this letter will bind us both.

Once you are satisfied with the terms of our engagement, would you please sign and date this letter.

We thank you for the opportunity to provide accounting and taxation services to you and your business and we look forward to developing a close accounting relationship with you for many years to come.

## **Acknowledgment of terms of engagement**

I, .....confirm that I understand and agree to your terms of engagement.

Dated the.....day of..... 200...

.....  
[signature]

.....  
[insert name]