

Name: _____

Email address: _____

Phone number: _____

Has your residential address changed?

New residential address: _____

Australian tax resident for full year: Yes No

New clients to Bonsella

A copy of last year notice of assessment Attached N/A

Tax file number _____

Australian Business Number (ABN) _____

Date of birth _____

Income

PAYG Payment Summaries Attached N/A

Lump sum payments (e.g. termination payment)

Partnership distribution statement, including copy of partnership tax return

Trust distribution statement, including copy of trust tax return

Documentation for foreign source income, foreign assets or foreign property

Bank statements stating interest earned, including for term deposits

Dividend statements

Employee share scheme statements

Managed fund annual tax statement and capital gains tax statement

Buy/sell contract notes for shares/ investments (if any shares were sold)

Tax statement from stockbroker

Rental income (Complete rental property checklist)

Pension/ Annuities details

Statement of income from life insurance payments

Work-related deductions

Receipts of depreciable assets bought during the year (laptops, iPad, mobile phone, tools, equipment) Attached N/A

Receipts for home office

Hours spent using home office

Receipts for internet subscription and mobile phone plan

Receipts for purchased software applications

Professional journals/trade magazines

Professional memberships/ subscriptions

Receipts for continuing professional development courses and seminars

Receipts for self-education expenses

Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel

Work related motor vehicle:

Make, model, date and price of purchase details

Work to work kilometres travelled (cents p/km method)

Vehicle logbook for motor vehicle expenses (if using the logbook method)

Fuel costs or KM's for fuel estimate

Receipts for insurance

Finance documentation if leased

Receipts for registration

Receipts for repairs and maintenance

Other deductions

Receipts for donations of over \$2 to eligible deductible gift recipients Attached N/A

Cost incurred in managing tax affairs

Costs incurred in earning interest, dividend and investment income (interest costs/ advisor fees)

Income protection insurance premiums

Super contribution notice of intent to claim deduction

Offsets/rebates

Private health insurance statement (and details of prepaid premiums) Attached N/A

Details of dependants including their name, age, and legal responsibilities

Spouse details including name, age and income

Superannuation contributions made on behalf of spouse

Zone offset – working in remote area details

Details of an Early Stage Investment

HECS-HELP, SSL, TSL or any study debt

If operating as a sole trader

Cashbook, which includes records of drawings taken before the business takings were banked Attached N/A

Copies of Business Activity Statements lodged

Copies of PAYG summaries for employees

Details of any government grants, rebates or payments received

Details of superannuation contributions for employees

Details of any assets purchased, including date of purchase and amount

Payments of salaries and superannuation to associates

Records from accounting software (e.g. trial balance, profit and loss, and balance sheet)

Statements of all liabilities of the business

Notice of superannuation contributions

Other information

Copies of Instalment Activity Statements lodged Attached N/A

Any other information that you think is relevant

Other useful information

Credit card statements Attached N/A

Bank account name, BSB and account numbers

Loan statements

Last year's tax returns

Prior year losses

Details of government payments (child support, Centrelink, parental pay)

Notes: _____
