

Base Tax Return Information

for 2011 Tax Return



Please complete and sign this form, then e-mail, fax, post or hand deliver it together with the source documents to our office **PRIOR** to your appointment.

TO: JEM Partners
ATTENTION:

FAX: (03) 9899 5723
E-MAIL: tax@jempartners.com.au

CLIENT NAME:		CLIENT SIGNATURE:	X
---------------------	--	--------------------------	---

UPDATES TO YOUR PERSONAL INFORMATION IF REQUIRED

Name:		Spouse Name:	
Home Address		Postal Address	
TFN:		Spouse DOB:	
Phone:		Your Email:	
W		H	
Mob			
Would you like your refund to go directly into your bank account?	BSB:	Account Number:	Account Name:

CHILDREN DETAILS FOR EDUCATION TAX REFUND

Name:		Name:	
DOB:		DOB:	
School:	Primary / Secondary (circle appropriate)	School:	Primary / Secondary (circle appropriate)
Education Costs:	Complete attached form	Education Costs:	Complete attached form
Name:		Name:	
DOB:		DOB:	
School:	Primary / Secondary (circle appropriate)	School:	Primary / Secondary (circle appropriate)
Education Costs:	Complete attached form	Education Costs:	Complete attached form

PRIVATE HEALTH INSURANCE (include annual statement from your insurer)

Fund Name:		Membership No:	
Type of Cover:			
Period:		30% Rebate Claimed	<input type="checkbox"/> Yes <input type="checkbox"/> No

INCOME	
Australia government allowances (Newstart, Single Parenting Payment and any other Centrelink payments – please include all Tax Free government pensions as well)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Australian superannuation pension and lump sum payouts (For those 60 years of age and over, many of these payouts will be tax free, but include details anyway please as some payments can in fact be assessable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank interest (Please provide account statements OR the final page with the year end interest report)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dividends (Please provide all dividend slips)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee share schemes (If you received shares under an employee share scheme, then any discount on these shares may be assessable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unit trusts and managed funds/partnerships (Please bring or send to our office the Trust Tax Year Summary eg BT, Colonial etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you running a business during 2011? (If so you please refer to the Business Schedule)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Gains (Did you sell land, real estate, shares, investments or any other non motor vehicle assets during the year? Please refer to the Capital Gains schedule)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rental income (Did you own a rental property during the year? If so please refer to the Rental Property Information schedule)	<input type="checkbox"/> Yes <input type="checkbox"/> No

DEDUCTIONS	
Work related car expenses	If applicable refer to schedule
Work related travel expenses	If applicable refer to schedule
Work related uniform	If applicable refer to schedule
Work related education expenses schedule	If applicable refer to schedule
Other work related expenses	If applicable refer to schedule
Purchase of any computer equipment and other assets with a value of over \$300	Please supply receipts
Interest deductions	Related to any shares and non property investments
Dividend deductions	Related to any shares and non property investments
Gifts or donations	Remember, these organisations must supply you with a receipt and must be listed as a Deductible Gift Recipient
Cost of managing tax affairs	Tax agents and financial planners fees
Australian film industry incentives	If applicable
Deductible amount of undeducted purchase price of a foreign pension or annuity	For those that receive a foreign pension, the paperwork should be submitted in full for review
Personal Superannuation contributions	Please detail any such contributions and the accompanying Section 82 AAT paperwork from your relevant super fund, for possible tax deduction IF circumstances permit
Forestry Managed Investment schemes	Any such scheme involving almonds, tree plantations, olive groves etc, please submit any relevant paperwork
Other deductions	Income protection insurance, interest payments to ATO

TAX OFFSETS

Education Tax Offset	If applicable refer to schedule
Did you contribute any money to your spouse's superannuation fund? If yes, how much?	\$
Did you, your spouse and your dependent children incur expenses for doctors, hospital, dentists and the total out of pocket expenses were more than \$1500	

PRIVATE HEALTH INSURANCE (include annual policy statement from your insurer – remember, you, your spouse AND your dependent children have to have private hospital cover to avoid the Medicare Levy Surcharge if your family income is above the trigger threshold)

Fund Name:		Membership No:	
Type of Cover:			
Period:		30% Rebate Claimed	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADJUSTMENTS

Part year residency	Did you become and Australian resident during the year? If so, what was the date?
Super co-contribution	Did you contribute to your superannuation fund any money during the financial year? If so, how much

Don't forget: to bring in your home loan statement, as we offer a free 'health check' service to make sure you're receiving the best interest rate deal for your mortgage. This free service is offered without any obligations on your behalf, so why not find out if we can help save you money.