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30th June 2013

Dear Valued Client,

Re: 2013 TAX YEAR

Tax time is upon us once again, it seems to come around quicker and quicker each year.

As always we like to help our valued clients out where possible, therefore we have attached your '2013 Tax Return Guide' to assist you in organising and gathering the required information to allow our friendly staff to complete your income tax return. Please make sure that you remember to include all PAYG Payment Summaries received throughout the financial year. Please detail all income & deductions either on the attached guide or alternatively attach a hand written or word processed summary.

We would prefer that you forward your information to this office via the **Tax By Mail** option as highlighted below. We endeavour to process these returns as soon as possible.

Please note this process may not be convenient for all our valued clients. You are welcome to take advantage of our below methods of attending to your income tax obligations: -

- **Tax By Fax:** - Fax your documents including the attached check list to fax - (03) 9796 6711
- **Tax By Interview** – For an interview with one of our client managers to complete your income tax return phone on (03) 9704 7661
- **Tax By E-Mail** – E-mail your details though to this office on stephen@bestaccountants.com.au
- **Tax By Mail** – Please forward all your documents including the attached checklist to the below address: -

Stephen Le Couilliard & Associates
PO Box 43
Narre Warren VIC 3805

We will thoroughly check the information you have provided and if required your assigned Client Manager will contact you.

Payment of Fees:

Payment is required at time of consultation by cash/credit card/fees paid out of refund

Please remember to refer to our **WEBSITE** located at www.bestaccountants.com.au for valuable tax information & tips. We have also posted the attached '2013 Tax Return Guide' onto our website, for you to pass on to your family and friends.

We would like to take this opportunity to thank you for your loyalty and support over the years and look forward to continuing our professional relationship well into the future.

Yours faithfully,

Stephen Le Couilliard & Associates

2013 individual income tax return interview checklist

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

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:

Notes:

Please circle **YES** or **NO** for each of the items listed below:

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 newstart, youth allowance 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 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:
 - Direct or indirect interests in controlled foreign entities..... YES/NO
 - Transfer of property or services to a foreign resident trust..... 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
-

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
- one-third of actual expenses method YES/NO
- 12% of actual cost method 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)
.....
.....

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
.....
.....

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
- seminars YES/NO
- travel YES/NO
- other (please specify) YES/NO
-
-

D5. Other work related expenses

- Home office expenses 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
- 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
-

Other types of deductions

- D7. Interest deductions YES/NO
- D8. Dividend deductions YES/NO
- D9. Gifts or donations YES/NO
- D10. Cost of managing tax affairs YES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuity YES/NO

Other types of deductions (continued)

D12. Personal superannuation contributions YES/NO

Full name of fund: Account no:

Fund ABN: Fund TFN:

Do you pass the 10% test?YES/NO

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

L1. Tax losses of earlier income years YES/NO

Tax offsets/rebates

T1. Do you have a dependent spouse (without dependent child or student), a housekeeper or a child-housekeeper?..... YES/NO ¹

T2. Are you a senior Australian? YES/NO

T3. Are you a pensioner? YES/NO

T4. Did you receive an Australian superannuation income stream? YES/NO

T5. Did you have private health insurance in 2013? YES/NO

T6. Have you incurred expenses for your child's education?.....YES/NO

T7. Did you make superannuation contributions on behalf of your spouse? YES/NO

T8. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2013? YES/NO

T9. Did you have net medical expenses over \$2,120? YES/NO

T10. Did you maintain a parent, spouse's parent, invalid spouse, carer spouse or invalid relative? YES/NO

T11. Are you entitled to claim the landcare and water facility tax offset? YES/NO

T12. Are you a mature age worker with 'net income from working' of less than \$63,000?..... YES/NO

T13. Are you a 'small business entity' with an annual turnover of less than \$75,000? YES/NO

T14. Other tax offsets (please specify) YES/NO

Other relevant information

A. Are you entitled to the Medicare levy exemption or reduction in 2013? YES/NO
(If yes, please specify):

.....
.....

B. Were you under the age of 18 on 30 June 2013? YES/NO

C. Did you become an Australian tax resident at any time during the 2013 income year?..... YES/NO

D. Did you cease to be an Australian tax resident at any time during the 2013 income year?... YES/NO

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

F. Did you have a spouse at any time during the 2013 income tax year.....YES/NO

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

H. Did you pay any tax within 14 days before the due date of the liability (e.g., HECS/HELP)? 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):

.....
.....

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

.....
.....

L. Family Tax Benefit ('FTB'):

– Did you have care of a dependent child in 2013?..... YES/NO

– Did you or your spouse receive FTB through the Family Assistance Office in 2013? YES/NO

M. Did you make a gain or loss from financial arrangements and wish to elect to apply the new changes to bring them into account for tax purposes in the 2013 income tax year?YES/NO

N. Income tests information

– Do you have any Total reportable fringe benefits amounts in 2013?YES/NO

– Do you have any Reportable employer superannuation contributions in 2013?.....YES/NO

– Did you receive any tax-free government pensions in 2013?.....YES/NO

– Did you receive any target foreign income in 2013?.....YES/NO

– Did you have a net financial investment loss in 2013?.....YES/NO

– Did you have a net rental property loss in 2013?.....YES/NO

– Did you pay child support in 2013?.....YES/NO

O. Spouse details (if applicable)

- Did you have a spouse for the full year from 1 July 2012 to 30 June 2013?YES/NO

If you had a spouse for only part of the income year, please specify the dates between 1 July 2012 to 30 June 2013 when you had a spouse:

From ____ / ____ / _____ to ____ / ____ / _____

- What was your spouse's taxable income for the 2013 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 2013 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 2013 income year?.....YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2013 income year? YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2013 income year?.....YES/NO
- Did your spouse receive any exempt pension income in the 2013 income year?YES/NO
- Does your spouse have any reportable super contributions for the 2013 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 2013 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 2013 income year?.....YES/NO
- Did your spouse pay child support during the 2013 income year?.....YES/NO
- If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2013 income year which included a taxed element that does not exceed their low rate cap?.....YES/NO

Dated the day of20.....

.....
Signature of taxpayer

.....
Name (print)

Gross interest Worksheet

Taxpayer's name _____

Tax file number _____

Year ended _____

Address _____

1. Did you receive any interest during 2013 income year? **YES/NO**

If **no**, you do not have to complete the remainder of this questionnaire and **no** amount gets shown at **Item 10** of the 2013 income tax return form.

2. Please provide details of any interest received for bank accounts in **your name only**:

Bank/Finance Institution	Account number	Interest	TFN withholding
Total			

Note: If you are a non-resident and no withholding tax has been deducted, you should declare the interest in your tax return. When your tax return is processed, a tax liability based on the withholding tax that should have been withheld, will result.

3. Did you receive any interest in joint names? If yes, then provide details: **YES/NO**

Bank/Finance Institution	Account number	Share of interest	TFN withholding
Total			

Dividend Worksheet

Taxpayer's name _____

Tax file number _____

Year ended _____

Address _____

Company details	Unfranked Dividends	Franked amount of dividend ^①	Franking Credits ^②	TFN withholding amount
Totals	\$	\$	\$	\$

Rental Property Worksheet

Taxpayer's name _____
 Tax file number _____
 Year ended _____
 Address of property _____

Date that first income producing: _____ / _____ / _____

Number of weeks property rented: _____ weeks

Was there any private use of the property? **YES/NO**

If **yes**, what percentage was the private use throughout the year of income: _____ %

Note: The ATO will generally calculate the percentage as follows: $\frac{\text{Days available for private use}}{365}$

Income

Gross rental income \$
 Other rental-related income \$ _____
 Total income \$

Less: rental property expenses

Interest	\$	
Building write off	\$	
(2.5% x \$ _____)		
Advertising	\$	
Agent inspection fees	\$	
Bank charges	\$	
Borrowing expenses	\$	
Cleaning	\$	
Depreciation	\$	
Insurance	\$	
Pest control	\$	
Postage & sundries	\$	
Gardening/mowing	\$	
Other: _____	\$	
_____	\$ _____	
Rental property expenses	\$	\$

Less: private use - \$ _____
 (Total rental expenses x private use percentage)

Net rental income/loss \$ _____

STEPHEN LE COULLIARD & ASSOCIATES

2013 FINANCIAL HEALTH CHECK

Client's Name:.....

Address:.....

Telephone:..... **Email:**.....

As part of our commitment to ensuring your financial well being we can give you assistance if you can complete the checklist below:

Please tick "yes" or "no" and write answers in Notes where relevant		Yes	No	Notes
Do you have tax deductible Income Protection Insurance? Income Protection Insurance covers you 24 hours in a day, at work or home, even on your holidays. Pays you a wage if you become ill or unable to work, and unlike worker compensation it only covers you at work.				
Do you have life insurance or Trauma Insurance?				
Do you have a home mortgage? <i>IF YES - how many years to go? And what's current interest rate. AND</i> If NO Do you plan on purchasing a new home in the near future?				
Do you have a car loan/lease/Hire Purchase? <i>IF YES - how many years to go? And what's current interest rate. AND</i> If NO Do you plan on purchasing a new car in the near future?				
Are you interested in minimising your tax via negative gearing or salary sacrifice?				
When do you plan on retiring? <i>Within 6 months</i> <i>6 months to 2 years</i> <i>2 years to 5 years</i> <i>5 years and over</i>				
Do you have superannuation? If YES, are you happy with its performance? <i>Have you roll-over all of your super into one?</i>				
Do you have a will (both private and business)?				
Are you a Business Owner? <i>Turning over or potential to turn over more that \$20,000 pa</i>				
10	Taxable Income for 2013 of \$180,000 and over? <i>Max tax rate for 2013</i>			
11	Are you a Rental Property Investor? Presently or in the near future?			