



## PERSONAL TAX RETURN FORM

Thank you for allowing us to assist with your personal tax this year.

Please complete the below form as best you can and email it to us for fast and thorough preparation of your personal tax return.

Once we receive your completed form, we will then draft up your tax return and email it back to you for lodgement approval. If we have any queries we will phone you or email through a list of questions.

**New clients:** if possible, please email through a copy of last year's tax return.

### Personal Information:

Full name:	
Address:	
Is this address the same as it was on last year's tax return?	Yes                  No
Mobile number:	
How did you hear about us?	
TFN:	
DOB:	
Occupation:	
Have you reviewed our <u>personal tax return procedure</u> ?	Yes                  No
Have you reviewed our <u>fees</u> ?	Yes                  No

Were you an Australian Resident for the full year? (If not, please provide dates).	Yes No Dates:
Number of dependent children:	
Were you in receipt of JobKeeper at any stage during the financial year?	Yes No
Did you have private health insurance during the year?	Yes No We can obtain the details.

### Checklist:

Please type your information into this checklist. Generally speaking, we do not require receipts. We will email you if we require further information. It is always best that you have your summaries ready before preparing this form.

Tax return financial year requested (please submit one form for each year required).	
Were you employed? We can obtain your income information from the ATO on your behalf.	Yes No
Details of any interest income earned:	
Details of any dividend income earned:	

Your bank details (for deposit of refund). <sup>1</sup>	
Do you have a HECS/HELP/ or any other government debt?	<p>Yes                      No</p> <p>We can access the total current debt.</p>
Details of any government payments received:	
Details of any other taxable income that you earned during the financial year.	
Do you own any foreign investments? If so, what is their estimated value?	<p>Yes                      No</p> <p>Estimated value:</p>
Details of any verifiable deductions that you incurred during the financial year. These could include those listed in the section below. Feel free to enter totals into this section also.	
Prior year accounting fee:	
Donations made to registered charities. Please list charity name and total.	

<sup>1</sup> Please note - these are required in order to lodge your return. You will never have an amount payable debited by the ATO from your bank account.

Total income and expenses in relation to any rental properties that you own and rented out during the year, along with all rental expenses including assets purchased, depreciation and mortgage interest.

Spreadsheets welcome.

Address of rental property:

(If more than 1 property please email through a summary separately).

Number of weeks this property was rented out during the financial year?

(If more than 1 property please email through a summary separately).

Did you rent out part of your own home that you live in on a service such as Airbnb?

If so, please provide length of time, revenue received, and a list of expenses for our team to apportion. E.g: mortgage interest, rates, electricity, Internet, and repairs. Spreadsheets welcome.

Work-related travel costs: tolls, parking, taxis, transport (% relating to your work use)

Work-related car expenses:

Estimated no. of kms travelled (refer [cents per km method](#)) <sup>2</sup>

List all other motor vehicle expenses and their totals here:

Make & model of motor vehicle:

<sup>2</sup> Please note that trips to and from your home and your place of employment are not tax deductible. Therefore, please do not include these. Trips must be for work required trips between two points that are not your home during the working day as required by your employed job.

Is this car currently being paid off on finance?

Stationery, details of computer/laptop purchases (inc. date of purchase), Internet expenses, telephone costs. Please nominate work-related % for all these costs.

No. of days that you work from home if applicable? (Home office running expenses deduction).

Did you begin working from home as a result of COVID-19?

Yes

No

Sole Trader Information. List business / contracting income & expenses here:

If you aren't sure what you can claim, please contact our team for free assistance. Spreadsheets welcome.

If GST registered, please indicate if your figures are GST inclusive or exclusive.

Xero files: please provide advisor access to [sarah@freshwatertaxation.com.au](mailto:sarah@freshwatertaxation.com.au)

All other bookkeeping software: [enquiries@freshwatertaxation.com.au](mailto:enquiries@freshwatertaxation.com.au)

Details of any other tax offsets or deductions that you believe you may be entitled to. Please also list any other information that you would like us to be aware of in this section.

Details of any asset sales during the year (shares/property). Remember to include both purchase and sales dates along with purchase price and sales proceeds.



## Engagement of Freshwater Taxation as your Tax Agent for Individual Return

We are pleased to accept appointment as your Tax Agent for the: [REDACTED] financial year tax return/s, and every year thereafter unless notified by you.

We will act in your best interest at all times and provide the highest level of professional service. This document sets out the terms of the engagement. Any additions will be by the written agreement of both parties.

As your Tax Agent we will:

- a) analyse, discuss and make recommendations regarding your tax return; and
- b) prepare and lodge your tax returns.

In addition to the financial information required to complete these tax returns, it is expected that all relevant source documentation will be made available to us if requested and that all information provided on your tax return form is correct. You are responsible for compliance with the substantiation provisions of the Income Tax Assessment Act. *We will* not be responsible for any errors brought about by your failure to provide information or documentation later found to be material to your tax affairs. You are responsible for the timely provision of information and we will not be responsible for any late lodgement or other fees and fines brought about by your failure to act in a timely manner.

Please note that any refund is an estimate only and *we are* not responsible and will not accept liability if the Australian Taxation Office determines an outcome which is different than that lodged.

### Professional fees and payments

Our standard professional fees are listed on our website.

### Client's disclosure and record keeping obligations

You are required by law to keep full and accurate records relating to your tax affairs. It is your obligation to provide us with all information that would be reasonably expected/will be necessary to allow us to perform work contemplated under the engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked of the client by the practitioner. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions. The *Taxation Administration Act 1953* now contains specific provisions that may provide you with "safe harbor" from administrative penalties for incorrect or late lodgement of returns. These safe harbor provisions will only be available to you if, amongst other things, you provide "all relevant taxation information" to us in a timely manner (the safe harbor provisions apply from 1 March 2010).

Accordingly, it is to your advantage that all relevant information is disclosed to us, as any failure by you to provide this information may affect your ability to rely on the “safe harbor” provisions and will be taken into account in determining the extent to which tax practitioners have discharged their obligations to clients. It is your responsibility to show that you have brought all matters to our attention if you want to take advantage of the safe harbors created under new regime.

### **Client’s rights and obligations under the taxation laws**

Taxpayers have certain rights under Australian taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or to appeal or object against a decision made by the Commissioner. Taxpayers also have certain obligations under Australian taxation laws, such as the obligation to keep proper records and the obligation to lodge returns by the due date. We must keep you informed of any specific rights and obligations that may arise under Australian taxation laws.

### **Tax Practitioners obligation to comply with the law**

We have a duty to act in our client’s best interests. However, the duty to act in our client’s best interests is subject to an overriding obligation to comply with the law, even if that may require me/us to act in a manner that may be contrary to your directions. For example, we could not lodge an income tax return that we believe to be false in a material respect.

### **Quality review**

As a member of the Institute of Public Accountants, as Principal (Sarah Lissant-Clayton) I am subject to periodic Professional Practice Quality Assurance reviews. Unless otherwise advised, you are consenting to your files being part of such a quality review. This review is of our client records and not of you as a client and you have full assurances that complete confidentiality will be maintained throughout.

Yours faithfully,

Sarah Lissant-Clayton  
Tax Agent No: 24161000  
Freshwater Taxation

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### **Acknowledgement and confirmation**

I (taxpayer) hereby acknowledge and accept the terms of this engagement and agree to be liable for all fees for services performed in accordance with this agreement.

Signed:

Print Name:

Date: