



2021 Tax Return Preparation Checklist/Questionnaire

Name _____

Thank you for using **Nationwide Bookkeeping & Accountants Services** as your trusted tax advisor.

The Government bank account has taken quite a hit over the past 15 months and they are looking at ways to save as much money as they can this tax time. They are cracking down and have promised increased audit activity but we have you covered!

By taking the time to gather all of your receipts and complete our checklist/questionnaire with care, it will enable us to maximise your claims and complete your tax return efficiently all while ensuring you are well and truly covered should your return be subjected to an ATO review. Remember it's only once a year!

As a heads up, the ATO have on their sights set on work related expenses including motor vehicle and working from home claims, rental properties and capital gains from cryptocurrency, property and share sales. They also have technology to detect instances where claims from last year are simply "copy and pasted" which is why completing this year's checklist/questionnaire is super important.

The main things to keep in mind as you complete the checklist/questionnaire are:

- You must have spent the money, and not have been reimbursed for the expense
- The expense must be directly related to you earning your income (i.e. it cannot be a private expense)
- You must have a record of purchase (i.e. a receipt/invoice)

In relation to substantiation, you are required to retain records for either 2 or 5 years from the date you lodge your return depending on the complexity of your return. We often get asked if there is a minimum you can claim without receipts. Unfortunately, there are no automatic deductions and a receipt or written evidence is required for all claims made.

So, grab a cuppa and gather all of your tax paperwork. Write down what you have for each category of expenses. Review the gaps and consider if you may have missed something. You can then go back through receipts, bank or credit card statements, emails or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to! If you don't have enough room, feel free to make some extra notes on a separate piece of paper. Have fun and we look forward to receiving your completed checklist/questionnaire.

		Client Details
Full Name		
Main Occupation for the year		
Home Address		
Postal Address (if different to home address)		
Email Address		
Mobile Phone Number		
Preferred Contact Method (please circle)	email / SMS / phone / other DURING business hours / after hours / anytime	
Partner's Details (complete if we are not preparing their return)	Name	
	DOB	
	2021 Taxable Income	
Dependant children's names & DOB's		
If a refund is due, the ATO will deposit directly this into your nominated bank account. As banking details can change from year to year, we request that you provide us with your bank details each year.	BSB	
	Account Number	
	Bank Name	
	Account Name	

Terms of Engagement & Fee Agreement

As part of the quality assurance procedures at **Nationwide Bookkeeping & Accountants Services**, we provide you with this document to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

Purpose, Scope and Output of the Engagement This firm will provide taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

The recent changes to Section 225 (and 360) of APES 110 on Responding to Non-Compliance with Laws and Regulations (NOCLAR) require us to report a non-compliance with laws and regulations or acts of omission or commission, intentional or unintentional by a client or by Those Charged with Governance, by management or by other individuals working for or under the direction of a client which are contrary to the prevailing laws or regulations. If we decide that disclosure of NOCLAR to the appropriate authority is the correct course of action, then such a disclosure will not be considered a breach of confidentiality under our code of ethics.

Our professional services are conducted and income tax returns will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

Responsibilities In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of Institute of Public Accountants (IPA) who monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to us.

The responsibility for providing accurate financial information, including documentation to substantiate any deduction claimed, rests with you. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate any claim. We will not take responsibility for any failure on your behalf to maintain adequate records. By signing this engagement, you are agreeing to check your income tax return as well as any other work prepared by us and inform us of any errors or omissions.

We also remind you that it is your responsibility to inform us immediately if you change your home, postal or email address or telephone number.

Limitation of Liability Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' [website](#).

Fees Our fees are reviewed every year on 1st July. Any additional work may be performed at your request and these fees can be discussed and quoted by us. The fee for the preparation of a standard salary/wage earner taxation returns for the 2021 year are as follows (all fees are inclusive of GST):

Salary/Wage Earner Tax Return – Single - \$242	Rental Properties (new or first year we have prepared) – \$220 per property
Salary/Wage Earner Tax Return – Couple - \$484	Rental Properties (existing) – \$110 per property

Additional fees will apply to prepare Business Profit & Loss Statements, cryptocurrency, share or dividend trades, rental property schedules, capital gains schedules and/or any other work required outside the salary/wage earner tax return requirements.

Additional fees will also apply if you engage our firm during the year to attend to other matters eg, evaluation of a rental property purchase, evaluation of salary sacrifice arrangement, provision of documents and declarations to third parties and other meetings, phone calls and email communications.

Billing Arrangements We require full payment on the day of your appointment or prior to lodgement of your tax return. You may pay your account by cash, credit/debit card or in advance by direct credit into our bank account. For face-to-face appointments, we have Square available for insert or tap to pay.

Audit Protection Please note that additional fees will apply if we are engaged by you to assist in an audit, review or investigation by the ATO or other government agency. We offer Audit Protection insurance (information sent separately) which will cover our fees for such an audit if you elect to pay the premium.

Ownership of documents Unless agreed to the contrary, source documents such as receipts, invoices and correspondence between the ATO and you, ATO notices of assessment, letters of advice and tax returns prepared by us remain your property. We reserve the right to make a copy and retain for our records. Our working papers and documents remain our property.

In the event of the termination of services, you are advised that we may invoke a lien over certain documents we have prepared and we will hold these documents until all outstanding fees have been paid, or satisfactory agreements have been made. A lien is a right to hold certain documents or property until the debt incurred in respect of those documents or property has been paid.

Confirmation of Terms Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to engage **Nationwide Bookkeeping & Accountants Services** as my/our Tax Agent and Accountant.

Name _____

Signature _____

Date _____

		Please circle Yes/ No / na
		Enter expense amount and provide receipts for our review, verification and scanning
Salary & Wages Newstart/Austudy Age Pension/Other Pension Superannuation Pension Eligible Termination Payment	Provide payment summary(s)	Yes/ No / na
Interest	Provide summary from each account or annual interest statement	Yes/ No / na
Dividends	Provide summary from each share or dividend statements	Yes/ No / na
Trust Distribution from Managed Fund/Private Trust	Provide annual taxation statement	Yes/ No / na
Cryptocurrency	Provide details of all transactions for the year – trades, sales, exchanges, conversions, gifts, usage	Yes/ No / na
Sale of Shares or Property	Provide purchase, sale & DRP documents for shares Provide purchase & sale settlement statements & any other purchase & sale costs for property	Yes/ No / na
Employee Share Shares	Provide copies of statement showing discount	Yes/ No / na
Foreign Income	Provide details	Yes/ No / na
Work Related Car Expenses (up to 5,000kms)	Number of kms travelled	kms
	Do you have a logbook or diary to substantiate?	Yes/ No
Work Related Car Expenses (over 5,000kms)	Work use %	%
	Do you have a logbook or diary to substantiate?	Yes/ No
	Is your logbook less than 5 years old and the % is still relevant? A new logbook is required every 5 years or if the work use % changes significantly.	Yes/ No
	Did you purchase a new car this year? If so, provide invoice for new car, sale details of old car and new finance documents	Yes/ No
	Fuel	\$
	Registration (RTA & Greenslip)	\$
	Insurance	\$
	Repairs (services, tyres, batteries)	\$
	Lease expenses	\$
	Interest (provide loan statements)	\$
Car washing	\$	

Work Related Travel Expenses	Flights		\$
	Taxi fees / Uber fees		\$
	Tolls		\$
	Parking fees		\$
	Car hire		\$
	Meals - overnight		\$
	Accommodation - overnight		\$
Work Related Uniforms	Non-compulsory uniforms that your employer has registered with AusIndustry		\$
	Compulsory uniform strictly enforced by your employer		\$
	Occupation specific clothing (eg. Chef pants not used for everyday use)		\$
	Protective clothing & footwear (eg fire resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel capped boots, gloves, overalls, aprons)		\$
	Laundromat fees		\$
	Dry cleaning fees		\$
	Laundering at home?		Yes /No
<p>Self-Education Expenses</p> <p>For courses that will provide you with a formal qualification from a school, college, university or other place of education.</p> <p>You must have met one of the 3 conditions to the right.</p> <p>You cannot claim a deduction for self-education for a course that relate only in a general way to your current employment or will enable you to get new employment.</p>	Name of course		
	K	the study maintained or improved your skill or specific knowledge required for your work activities	Select the letter that best describes your self-education at the time you incurred the expense K / I / O
	I	You could show that the study was leading to, or was likely to lead to, increased income from your work activities	
	O	You could show that other circumstances existed which established a direct connection between your self-education and your work activities	
	Tuition/course fees		\$
	How many weeks of the year did you do the course?		weeks
	Textbooks		\$
	Stationery		\$
	Computer / printer etc. (provide receipts)		\$
	Office equipment (provide receipts) eg, desks, filing cabinets		\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for study)		\$ per month \$ per year %
	Home office expenses (provide number of hours per week that you studied at home)		hours
If you used your car to go to your place of education, provide number of kms		kms	

Other Work Related Expenses	Union fees	\$	
	Tools (provide receipts)	\$	
	Overtime meals	\$	
	Protective equipment (eg safety glasses, safety vests, hard hats, sunhats, sunscreen)	\$	
	Professional courses, conferences, seminars & workshops	\$	
	Office equipment eg. desk, chair, printer, phones (provide receipts)	\$	
	Professional seminars, courses, conferences & workshops	\$	
	Professional subscriptions / memberships	\$	
	Reference books, technical journals, trade magazines, newspapers	\$	
	Reference resources eg apps,	\$	
	Office equipment (provide receipts) eg. desks, filing cabinets, GPS	\$	
	Stationery eg printing, postage, diary, paper, pens, calculators, batteries for calculators	\$	
	Stationery eg. diary, paper, pens, calculators, batteries for calculators	\$	
	Briefcases, luggage, suitcases	\$	
	Computer expenses eg. printer cartridges, USB's, anti-virus software, other software, computer repairs	\$	
	Internet (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Mobile phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Home phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
Home office expenses (provide number of hours per week that you worked at home)		hours per week number of weeks	
COVID Working From Home Expenses	How many weeks did you work from home?		weeks
<p>The ATO have a “shortcut method” of 80 cents/hour where you only need to provide us with the hours you worked from home. This is a very generous rate and will only need to be substantiated by timesheets, rosters or your diary.</p> <p>Alternatively, you can provide us with a list of expenses which will be subject to full substantiation by the ATO.</p>	Approximate number of hours worked each week		hours per week
	Optional to complete below if not wanting to claim the “shortcut method”		
	Electricity for lighting, cooling or heating and running electronic items used for work eg your computer (provide monthly fee and the approximate % used for work)	\$	per month %
	Gas heating expenses used for work (provide monthly fee and the approximate % used for work)	\$	per month %
	Cleaning costs if you had a dedicated work area	\$	per month % of home area
	Mobile phone (provide monthly fee and the approximate % used for work)	\$	per month %
	Home phone (provide monthly fee and the approximate % used for work)	\$	per month %

	Internet (provide monthly fee and the approximate % used for work)	\$	per month %
	Stationery and computer consumables eg paper, pens, ink cartridges	\$	
	Office equipment eg. desk, chair, printer, phones (if over \$300 provide receipt)	\$	
Interest & Dividend Deductions	Bank charges	\$	
	Management fees & fees for investment advice	\$	
	Interest charged on money borrowed to purchase investments	\$	
	Investment magazines subscriptions/journals	\$	
	Newspapers	\$	
	Internet (provide monthly fee or total spent for the year and the approximate % used for investment purposes)	\$	per month per year %
	Computer / printer etc. (provide receipts)	\$	
	If you used your car to go to your financial advisor, attend AGM's or attend seminars, provide number of kms		kms
Donations	Provide list of donations (you cannot claim a donation if you received something in return eg. raffle ticket)	\$	
Income Protection	Provide annual taxation statement from insurer (if you don't have request from your advisor)	\$	
Tax Agent Fees	Provide details only of fees paid to a tax agent other than us	\$	
Superannuation Contribution on Behalf of Spouse	Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < \$40,000?		Yes/ No / na
	Provide details of contribution paid	\$	
Superannuation Contribution	Provide annual contribution statement from superannuation fund	\$	
Private Health Insurance (please provide annual statement showing type of cover & days covered)	Fund Name		
	Membership No		
	Type (circle your cover)	Ancillary/ Hospital /Combined	
	No. of Dependants		
	Days Covered		

We remind you that it is your responsibility to provide us with accurate financial information and to retain documentation to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records. We will prepare your income tax return from the information you have supplied to us and by signing the ATO electronic lodgement declaration that we will send you with your completed tax return, you are agreeing that the information is complete, accurate and free from any omissions.

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