Murchisons
BUSINESS ADVISORS
CHARTERED ACCOUNTANTS

2011 Individual Tax Return

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information	Information Provided	Not Applicable
Income		
PAYG summaries eg from employers	☐	☐
Lump sum payments (eg Employment Termination Payment)	☐	☐
Trust distribution statement, including copy of the trust's tax return	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Partnership distribution statement, including a copy of the partnership's tax return	☐	☐
Dividend statements	☐	☐
Bank statements stating interest earned	☐	☐
Term deposit statements stating interest earned	☐	☐
Buy/sell contract notes for shares (if any shares were sold)	☐	☐
Work-related Deductions		
Details of depreciable assets bought during the year (eg laptops)	☐	☐
Professional journals / 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 and travel	☐	☐
Vehicle logbook for motor vehicle expenses (if using the logbook method)	☐	☐
Other Deductions		
Receipts for donations of $2 and over to registered charities	☐	☐
Expenditure incurred in managing tax affairs (eg tax agent's fees)	☐	☐
Expenditure incurred in earning investment income	☐	☐
Income protection insurance premiums	☐	☐

Information	Information Provided	Not Applicable
Rental Properties		
Annual statement from property agent (if engaging the services of an agent)	☐	☐
Date when property was purchased	☐	☐
Details of depreciable assets bought or disposed during the year	☐	☐
Expenses incurred, which are not detailed on the property agent annual statement, such as water charges, land tax and insurance premiums	☐	☐
If property is held by more than one individual, please provide details of owners and their legal ownership percentage	☐	☐
If property was disposed of during the income year, information relating to dates and costs associated with the acquistion and disposal of the property	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Period property was rented out during the income year	☐	☐
Records detailing rental income (if not engaging the services of an agent)	☐	☐
Records of expenses relating to the property (if not engaging the services of an agent)	☐	☐
Offsets / Rebates		
Details of any superannuation contributions for spouse	☐	☐
Details of dependants, including their age, occupation and income	☐	☐
Details of medical expenses where the total exceeds $2,000 (after Medicare and private health fund rebates)	☐	☐
Private health insurance statement (if insurance is held with your partner, please state who is the primary holder and provide the age of your partner)	☐	☐
Expenses relating to children's education (primary and secondary)	☐	☐
If Operating as a Sole Trader		
Cashbook, which includes records of drawings taken before the business takings were banked	☐	☐
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 (eg trial balance, P&L and balance sheet)	☐	☐
Statements of all liabilities of the business	☐	☐
Notice of superannuation contributions for self-employed persons	☐	☐
Other Information		
Copies of Instalment Activity Statements lodged	☐	☐
If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you	☐	☐
Any other information that you think is relevant	☐	☐

2011 Superannuation Fund Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information	Information Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2010 to 30 June 2011	☐	☐
Details of all deposits and withdrawals	☐	☐
Cheque book butts and deposit books	☐	☐
Investments		
Copies of annual tax statements for investments in forestry managed schemes	☐	☐
Copies of any off-market transfer forms for any in-specie contributions	☐	☐
Copies of confirmation for purchase in forestry managed investment schemes	☐	☐
Copies of confirmation for units purchased in managed funds	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Copies of distribution statement from trust	☐	☐
Copies of maturity notices for term deposits	☐	☐
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible)	☐	☐
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Details of any investments acquired from members or their associates during the income year	☐	☐
Details of any other investment assets purchased and sold	☐	☐
Details of investment in related parties, including any outstanding distributions to be received	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐

Information	Information Provided	Not Applicable
Statements of returns of capital (from shares)	☐	☐
Contributions Received		
Records of all employer contributions (including salary sacrifice contributions)	☐	☐
Records of any undeducted personal contributions	☐	☐
Records of any contributions where no TFN was quoted	☐	☐
Written notices from members stating intention to claim deductions for their personal contributions	☐	☐
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions	☐	☐
Rollovers		
Details of inward rollovers	☐	☐
Details of outward rollovers	☐	☐
Insurance Policies		
Copies of annual life insurance policy provided for members	☐	☐
Copies of death or disability policy provided for members	☐	☐
Benefits Paid		
Copies of any lump sum benefits paid to members	☐	☐
Details of pensions paid to members, including copies of PAYG summaries if applicable	☐	☐
Common deductions		
Death or disability premiums	☐	☐
Approved auditor's fees paid	☐	☐
Investment expenses, including nature of the expenses	☐	☐
Management and administrative expenses, including nature of the expenses	☐	☐
Other Information		
Details of any derivatives and instalment warrants entered into	☐	☐
Auditor’s report for the previous financial year	☐	☐
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	☐	☐
Copies of minutes of meetings	☐	☐
Copies of trustee declarations for any new trustees, or directors of corporate trustees	☐	☐
Copy of investment strategy	☐	☐
Record of all members as at 30 June 2011	☐	☐
If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you	☐	☐
Any other information that you think is relevant	☐	☐

2011 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information Required	Information Provided	Not Applicable
Income		
Accounting information, including trial balance, P&L and balance sheet	☐	☐
Asset register detailing depreciable assets bought and sold or scrapped during the year	☐	☐
Cashbook (if maintained)	☐	☐
Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)	☐	☐
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Details of any other income such as rental income	☐	☐
Details of any other investment income	☐	☐
Details of any subsidies, grants and payments received	☐	☐
Details of interest and repayments received from shareholders	☐	☐
Details of proceeds from disposal of capital assets	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐
Deductions		
Details of advertising and marketing expenses	☐	☐
Details of bad debts actually written off during the year	☐	☐
Details of bonuses and commissions paid to employees	☐	☐
Details of bonuses and commissions paid to external parties	☐	☐
Details of bonuses paid to directors	☐	☐
Details of borrowing costs for new loans entered into during the year	☐	☐
Details of directors' fees	☐	☐

Information Required	Information Provided	Not Applicable
Details of donations of $2 and over to registered charities	☐	☐
Details of entertainment expenses	☐	☐
Details of expenses associated with establishing, expanding, merging or liquidating the entity, that were incurred during the year	☐	☐
Details of fringe benefits tax paid (please provide FBT return lodged)	☐	☐
Details of interest on loans	☐	☐
Details of lease expenses for motor vehicles, premises and equipment	☐	☐
Details of legal expenses	☐	☐
Details of lump sum payments (including retirement and redundancy)	☐	☐
Details of motor vehicle expenses	☐	☐
Details of prepayments	☐	☐
Details of professional subscriptions and journals	☐	☐
Details of rates, land taxes and insurance premiums	☐	☐
Details of repairs and maintenance	☐	☐
Details of research and development activities and expenses	☐	☐
Details of royalties paid	☐	☐
Details of salaries paid, including fringe benefits (please provide PAYG summaries)	☐	☐
Details of superannuation contributions for directors	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of tax, and accounting and audit fees paid	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Details of travel expenses (include travel diaries)	☐	☐
Balance Sheet – Assets		
Asset register detailing depreciable assets bought and sold or scrapped during the year	☐	☐
Bank statements	☐	☐
Cheque book butts and deposit books	☐	☐
Copies of confirmation for any units in managed funds purchased	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Details of any other investments purchased	☐	☐
Details of capital assets purchased during the year	☐	☐
Details of leases entered into and terminated during the year	☐	☐
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	☐	☐
Details of work-in-progress	☐	☐
Listing of trade debtors with amounts outstanding	☐	☐

Information Required	Information Provided	Not Applicable
Value of stock as at 30 June 2010 (and basis of valuation)	☐	☐
Balance Sheet – Liabilities		
Accrued expenses (eg audit fees and bonuses) and unearned revenue	☐	☐
Details of all loans	☐	☐
Listing of trade creditors with amounts owing	☐	☐
Provisions for long service leave and annual leave	☐	☐
Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year	☐	☐
Balance Sheet – Equity		
Details of any changes to shareholding	☐	☐
Details of loans from shareholders or partners	☐	☐
Details of any increase of decrease to reserves	☐	☐
Addition Information – Company		
Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company	☐	☐
Auditor's report (if applicable)	☐	☐
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	☐	☐
Copies of minutes of company meetings	☐	☐
If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you	☐	☐
Any other information that you think is relevant	☐	☐
Additional Information – Trust		
Unpaid present entitlements to a corporate beneficiary who is an associate of the trust	☐	☐
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	☐	☐
Copies of minutes of trust meetings, in particular distribution resolutions	☐	☐
Copy of trust deed, if not already supplied	☐	☐
Details of any units redeemed or issued during the year (for a unit trust)	☐	☐
Details of any unpaid present entitlements to beneficiaries	☐	☐
If trust's deed was amended during the year, please provide details	☐	☐
If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you	☐	☐
Additional Information – Partnership		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	☐	☐
Copies of minutes of partnership meetings	☐	☐
Copy of partnership agreement	☐	☐
If the partnership was restructured during the year, please provide details	☐	☐

Information Required	Information Provided	Not Applicable
If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you	☐	☐