



DILLON & ELBOURN PTY LTD



INDIVIDUAL CLIENT INFORMATION CHECKLIST

Name: .....

Address: .....

.....

Occupation: .....

Tax Year 2011 01/07/10 to 30/06/11

Please bring with you all of the following items

Table with 2 columns: Item description and checkbox. Items include PAYG Withholding Summaries, Employment termination payments, Centrelink pensions, Bank & building society statements, Dividends received/reinvested, Trust distributions, Investment purchases, Rental property income, and Pensions/annuities.



<b><u>Deductions:</u></b>	
10. Details of <b>Work Related Deductions</b> for the year ended 30 June 2011 including: <ul style="list-style-type: none"> <li>• Motor vehicle travel - Number of Kilometres <input type="checkbox"/></li> <li>- Engine Capacity (See Rego Papers) <input type="checkbox"/></li> <li>• Uniform expenses &amp; laundry of uniforms <input type="checkbox"/></li> <li>• Union dues <input type="checkbox"/></li> <li>• Self education expenses (TAFE, university, OH&amp;S, RSA) <input type="checkbox"/></li> <li>• Mobile phone &amp; internet expenses <input type="checkbox"/></li> <li>• Home office costs if a necessary part of employment <input type="checkbox"/></li> </ul>	
11. Details of <b>Other Deductions</b> including: <ul style="list-style-type: none"> <li>• Gifts to charities for the year ended 30 June 2011. <input type="checkbox"/></li> <li>• Tax agent fee for the year ended 2010 <input type="checkbox"/></li> <li>• Sickness &amp; Accident Insurance <input type="checkbox"/></li> <li>• Income Protection Insurance <input type="checkbox"/></li> </ul>	
12. Details of superannuation contributions made for self, spouse or children – include acknowledgement from fund in accordance with Subdivision 290-C. <input type="checkbox"/>	

<b><u>Other Information We May Need:</u></b>	
13. Details of private health insurance for the year ended 30 June 2011. (Bring your annual private health insurance statement) <input type="checkbox"/>	
14. Details of medical “out of pocket” expenses for your family greater than \$2,000 for the year ended 30/06/2011. Please provide the following: <ul style="list-style-type: none"> <li>• Medicare tax benefit statement (Ring Medicare to order one or go online at <a href="http://www.medicareaustralia.gov.au">www.medicareaustralia.gov.au</a>) <input type="checkbox"/></li> <li>• Private health fund tax summary detailing claims history (ring your Private Health Fund to order one or go online) <input type="checkbox"/></li> <li>• Details of any other medical expenses, not included above – e.g. pharmaceutical, dental, optical and chiropractic <input type="checkbox"/></li> </ul>	
15. <i>Education tax refund</i> – bring receipts for eligible expenses* together with confirmation of Family tax benefit (FTB) Part A entitlement. <input type="checkbox"/>	
16. <b>Did you have a child in child care during 2011? This is now claimed directly through Centrelink.</b> <input type="checkbox"/>	
17. Details of any tax-free government pensions received during the year ended 30 June 2011. <input type="checkbox"/>	
18. Details of any child support you paid during the year ended 30 June 2011. <input type="checkbox"/>	
19. If you are over the age of 55 and intend to continue working have you considered a “Transition to Retirement Income Stream” (TRIS)? Discuss this with your accountant. <input type="checkbox"/>	

\* Eligible expenses include the cost of buying, establishing, repairing and maintaining any of the following items:

- laptop computers and home computers
- computer-related equipment such as printers, USB flash drives, as well as disability aids to assist in the use of computer equipment for students with special needs
- computer repairs
- home internet connections
- computer software for educational use
- school textbooks and other printed learning material, including prescribed textbooks, associated learning materials, study guides and stationery, and
- prescribed trade tools for secondary school trade courses.

***This document should be used as a guide only in gathering your 2011 taxation information. If you have any other documentation which you believe is relevant to the preparation of your return, please bring it to your appointment.***