

Individual Tax Questionnaire



PERSONAL DETAILS

Title: Tax File Number: Year of tax return e.g 2017/18
Full name: Occupation:
Mobile number: Bank details (required when expecting a tax refund):
Postal address: Account name:
Home address: BSB number:
Date of birth: Account number:

TAXATION DETAILS

1. Are you an Australian resident for tax purposes? Yes No → If no, were you in Australia for the full financial year? Yes No
Date entered: Date left:
2. Are you in Australia on a Visa? Yes No → If yes, type of visa: Date obtained:
3. Did you have a spouse (married or de facto) during the year? Yes No → Spouse name: Date of birth: Date became spouse:
4. Do you have dependent children? Yes No → If yes, number of children:
5. Do you have Private Health Insurance cover? Yes No → If yes, please attach Annual Tax Statement
6. Did you make Superannuation contributions on behalf of your spouse during the year? Yes No → Amount contributed:
7. For work purposes, did you reside/live in a remote area for greater than 183 days? Yes No → Remote area: Number of days:

INCOME DETAILS

1. Did you receive any of the following **Payment Summaries**? Yes No
If so, provide copies of all Payment Summaries
PAYG Payment Summary from your employer
Lump sum payments from your employer
Eligible termination payment from your employer
Payment summary from Centrelink or other government body
Annuity and superannuation income stream
Superannuation lump sum

2. Did you earn any **Bank Interest**? Yes No
If so, provide details below or your own summary.

Bank Name	Amount	Tax Withheld	Ownership Percentage

3. Did you receive any **Dividends** (including dividends from reinvestment schemes)? Yes No
If so, provide details below or your own summary.

Company Name	Unfranked	Franked	Franking Credit	Tax Withheld

4. Did you take part in any **Employee Share Schemes**? Yes No
If so, provide all correspondence relating to your Employee Share Scheme

5. Did you receive any income from **Managed Funds, Trusts or Partnerships**? Yes No
If so, provide Annual Tax Statements for Trusts or Partnerships

6. Did you earn any income from a **Business** (i.e. Sole Trader)? Yes No
If so, please provide your own summary to detail your business income & expenses
What is your business?
What is your business ABN?
Is your business address the same as your home address? if no, please provide: Yes No

7. Did you sell any shares, property or other investments (i.e. **Capital Gains**)? Yes No
If so, provide settlement statements / buy & sell contracts / other relevant documents
8. Did you receive income from a **Foreign** source? Yes No
If so, provide statements of your foreign source income and other relevant documents
9. Did you earn income (or make a loss) from an investment property (i.e. **Rent**)? Yes No
If so, please complete the "Rental Property" worksheet attached for each rental property, or provide your own summary
10. Did you receive any **Other Income**? Yes No
If so, provide a summary / evidence of other income

DEDUCTION DETAILS

Please remember, if an expense was reimbursed from your employer, please do not include in any of the below.

1. Did you have any work related **Car** travel? Yes No
If so, select which method you wish to use below, and provide details of your work related travel

Car Details:

Make of car
 Model of car

The below is needed if you are using the logbook method:

Date car purchased
 Purchase cost

If more than 1 car was used during the year, please provide the details in the description section below.

Method 1: Cents per kilometre method

Please provide the following details:

Business kms (do not include home to work travel)

Please confirm, that if needed, say an ATO audit, you can provide a summary of how you worked out the above amount (refer to the "Factors to consider")?

Yes No

Factors to consider:

- Only the owner of the car can claim business kilometres
- You can claim a maximum of 5,000 business kilometres per car.
- You don't need written evidence, but you need to be able to show how you worked out your business kilometres (for example, by producing diary records of work-related trips).

Method 2: Logbook method

Did you record a 12 week logbook? Yes No
If so, provide a copy of your logbook



Logbook business use %

Logbook expenses (only answer the below if you have a logbook):

Fuel
 Registration
 Insurance
 Interest / Lease costs
 Repairs & services
 Other

Factors to consider:

- Only the owner of the car can claim using this method.
- A logbook is valid for 5 years, unless your circumstances substantially change.
- You must have kept a logbook during the first year this method is used. The logbook must cover at least 12 continuous weeks.

Provide a brief description on how your car travel is business related (i.e. visiting clients / customers, etc):

2. Did you have any other work related **Travel**? Yes No
- If yes, did you maintain a travel diary? Yes No
- Days travelled (if applicable):

Please provide the following details (where applicable):

Airfares	Parking costs
Accommodation	Fuel
Meals	Registration
Incidentals	Insurance
Taxi fares	Interest / Lease costs
Tram fares	Repairs & services
Train fares	Other

Provide a brief description on how your travel is business related:

Factors to consider:

- Travel includes, domestic & international travel, as well as the use of a commercial vehicle or the use of a borrowed car.
- The written evidence requirements differ based on whether you received a Travel Allowance or not, & whether the travel was Domestic or not
- A travel diary is typically only needed when the travel is 6 nights or more.

3. Did you wear **Protective Clothing** or a **Uniform** with a logo on it? Yes No

Did you **Launder** your uniform? Yes No

Please provide the following details of any purchases during the year (where applicable):

Uniform costs
 Protective shoes
 Protective clothing
 Non-slip shoe
 Dry cleaning

Factors to consider:

- For laundry costs, written evidence (such as receipts) are needed if your claim is greater than \$150 & all your work-related deductions are greater than \$300.
 - Non-compulsory work uniform: no deductions are available unless your employer has registered with AusIndustry.

4. Did you pay for any **Self-Education** expenses relating to your current employment?

Yes No

Provide your course documentation or complete the below.

Course name
 Institution / Provider
 Course fees (exc. HECS-HELP)
 Union fees
 Travel costs
 Stationery / photocopying
 Books
 Other

Factors to consider:

-The course must have a sufficient connection to your current employment and:
 - maintain or improve the specific skills or knowledge you require in your current employment, or
 - result in, or is likely to result in, an increase in your income from your current employment.

You must provide a brief explanation on how the self education relates to your current employment, if there is no connection, a deduction is not available:

5. Did you have **Other Work Related** expenses? Yes No

Provide a copy of the receipt or complete the below

Expense	Amount \$	Business use %	Description
Seminars			
Stationery			
Computer software			
Home phone costs			
Mobile phone costs			
Internet charges			
Subscriptions			
Journals & periodicals			
Union fees			

6. Did you work from home, have a dedicated **Home Office**?

Yes No

Hours per week home office was used?

Total number of weeks office was used?

7. Did you purchase any **Assets** for work related purposes?

Yes No

Provide invoices / or a summary with the date and cost of each asset purchased

8. Did you pay **Interest** on an investment loan for shares or managed funds?

Yes No

Interest paid:

Provide confirmation of the amount paid or copies of the investment loan statements

9. Did you make any **Donations** of \$2 or more to an eligible organisation? Yes No
Please ensure you have receipt

Charity Name	Amount	Deductible Gift Recipient? (will say on the receipt)

10. Did you pay for **Tax Agent Fees** last year? Yes No Fees paid:
 11. Did you pay for Investment or Business **Advice**? Yes No Fees paid:
Provide invoices itemising the advice

12. Did you pay for **Income Protection Insurance** (excluding premiums paid by your employer or within your superannuation fund)? Yes No
Provide the end of year Income Protection insurance statement or complete the below.

Deductible amount of the premium paid (per statement):

Factors to consider:

- A deduction is only available for the Income Protection portion of your insurance, not the portions that relate to life insurance, trauma insurance, critical care insurance, etc.

13. Did you pay for any **Other Deductions**? Yes No
Provide summary / evidence of other expenses

ANY ADDITIONAL NOTES OR COMMENTS

YOUR DECLARATION

By providing this questionnaire to Mercury Tax & Business Services, I declare that the information I have given including any attachments are true and correct.

I declare that I have the necessary receipts and/or other records - or expect to obtain the necessary written evidence within a reasonable time of lodging my tax return to support my claims for deductions and rebates.

In the event of an ATO audit I can provide the written evidence to support this information I have supplied to prepare my tax return.

Once you have completed this questionnaire please attach all relevant documentation and forward to paul@mercurytax.com.au

Rental Worksheet

Property Address:

Date property first earned rental income:

Ownership % (on title)

Number of weeks available to be rented (i.e. advertised and not under repairs) in the financial year:

Number of weeks rented in the financial year:

Please provide the Annual Tax statement from your property manager and/or complete the below schedule:

Gross rental income		Amount \$
Other rental income	Gross rent	
Expenses:		
Advertising for tenants	Legal fees	
Body corporate fees	Pest Controls	
Borrowing expenses	Prop. agent fees/com	
Cleaning	Repairs, maintenance	
Council rates	Capital works deductions	
Capital allowances	Stationery/phone/postage	
Insurance	Travel expenses	
Interest on loan(s)	Water charges	
Land tax	Sundry rental expenses	
Gardening	Total expenses	