

*All Information provided will be held in strict confidence & will only be used in-house for tax return preparation, & to provide you with financial and tax advice.*

You do not have to fill the form but use it as a guide to determine the information and documents we may require. Accurate & detailed information will assist with the preparation of your returns.

## ANNUAL CLIENT UPDATE 2024-2025

	YOU	Spouse
Full Name	_____	_____
TFN	_____	_____
Date of Birth	_____	_____
Main Occupation	_____	_____
Employed during Year	_____	_____
Email	_____	_____
Tel No	Mob _____	Mob _____
<b>Bank Account</b>	BSB _____ Acnt _____	BSB _____ Acnt _____ (Compulsory)
Residential Address	_____	
Postal Address	_____	
Dependent Child	_____ DOB ____/____/____	_____ DOB ____/____/____
	_____ DOB ____/____/____	_____ DOB ____/____/____

  

	You	Spouse
Did you make any child support contributions?		
With whom do you have your Superannuation account	_____	_____
What is the current balance	\$ _____	\$ _____
Any other Superannuation accounts	\$ _____	\$ _____
Did you make any additional tax deductible Superannuation Contribution	\$ _____	\$ _____
Did you contribute Superannuation on behalf of spouse?		
Separated during the year?	If yes, date _____	_____
Became a couple during the year?	If yes, date _____	_____
Did you welcome an additional member to your Family?		
If Yes Name of Child _____	Date of Birth _____/_____/_____	
Are you and all members of your family covered for Private Health?		(If yes please provide statement)

## INCOME

You must provide certificates, statements, lists, diary, log books and other appropriate details.

Scanned / electronic copies are acceptable. Please use these questions as a guide to determine what should be provided.

	You	Spouse
Did you receive Wages / Salary during the year?		
How many Employers did you work for?	_____	_____
Have you attached all Payment Summaries?		
Did you receive Centrelink payments during the year?		
Payment Type	_____	_____
Have you attached all Payment Summaries?		
Did you receive any Pension payments during the year?		
Have you attached the Payment Summaries?		
Did you receive Interest payments during the year?		
Have you attached The Interest Statement?		
Did you receive Dividends during the year?		
No of Companies who paid you dividends	_____	_____
Have you attached all The Dividend Statements?		
Do you have an investment in a Managed Fund?		
No. of Funds	_____	_____
Have you attached The Tax Statements from these Funds?		
Did you receive a distribution from a Trust or partnership?		
If Yes – Names of the Trust / partnership	_____	_____
	_____	_____
	_____	_____
Have you attached the distribution Statements of each?		
Did you have a Capital Gain Event during the year?		
If yes – Please provided Purchase & Sale documents?		
Did you receive any foreign sourced income during the year?		
Have you provided all relevant information separately?		
Have you provided information of all income from all sources?		(Compulsory)

## EXPENSES

You must provide certificates, statements, lists, diary, log books and other appropriate details.

Scanned / electronic copies are acceptable.

All expenses must have been incurred to earn your income. You cannot claim expenses that are private.

**Scanned / original Certificates, statements, diary, log books & other appropriate documents must be provided. The expense must have been incurred (and not reimbursed) to earn your income and cannot be of a private nature.**

**You must be able to substantiate all expenses you are claiming. Please be aware that the ATO is concentrating its compliance efforts on Work Related Expenses**

You

Spouse

Were you required to use your car for work related travel?

State Briefly Why you were required to use your car

Source of Records (Diary, Log, Employer Records)

*The following information is to update previously provided information OR if your circumstances have changed.*

Car Registration

Make & Model

When did you purchase the car?

Cost at time of purchase

Type of finance if applicable

Lease / HP / Personal Loan

Lease / HP / Personal Loan

Did you maintain a log book?

Date of last update

\_\_\_/\_\_\_/\_\_\_

\_\_\_/\_\_\_/\_\_\_

If you maintained a log book, please provide the following along with the relevant evidence:

Petrol / Fuel costs

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Registration & Licence costs

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Repairs & Maintenance costs

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Interest paid (do not include principal amount repaid)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

If you travelled **less than 5,000 KM** – please state KM Travelled

\_\_\_\_\_KM

\_\_\_\_\_KM

Were you required to undertake Interstate / Overseas travel?

Source of Records (Diary, Log, Employer Records)

Were the costs of your travel reimbursed to you?

Have you provided all relevant evidence?

Please provide separately a statement on the purpose of your travel.

Are you a member of a professional body?

State the name of the organisation / institution

Amount Paid (Attach the relevant evidence of this cost)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Did you purchase any occupation specific clothing?

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Did you purchase any occupation specific protective items?

\$ \_\_\_\_\_

\$ \_\_\_\_\_

# EXPENSES - Continued

	You	Spouse
Did you purchase uniforms for work with your company logo on it?	\$_____	\$_____
If yes – is the wearing of this uniform compulsory?		
Do you work outdoors?		
Did you purchase any protective items for this purpose?	\$_____	\$_____
Did you undertake any self -education activity?		
Please provide separately a brief statement as to why this course of study is associated with your work.		
Were any of the costs reimbursed?		
Please provide:		
Travel and parking	_____KM	_____KM
Course fees	\$_____	\$_____
Stationary/Books	\$_____	\$_____
Home office	_____Hours	_____Hours
Internet Costs	\$_____	\$_____
Computer Related	\$_____	\$_____
Did you attend any work related seminars and or conferences?	\$_____	\$_____
Were any of the costs reimbursed?		
Did you buy any books, magazines, Journals that are work related?	\$_____	\$_____
Home office – do you work from home?		
If Yes - Please state briefly as to why you are required to do this.	_____	_____
	_____	_____
	_____	_____
	_____	_____
Please state the average estimated hours per week	_____	_____
Are you required to use your home internet for work?		
If Yes - Please state briefly as to why you are required to do this.	_____	_____
	_____	_____
	_____	_____
What is the monthly Cap?	\$_____	\$_____
What percentage of this is used for work?	_____%	_____%
What records did you maintain to justify this claim?	_____	_____

# EXPENSES - Continued

	You	Spouse
Are you required to use your home telephone for work?		
If Yes - Please state briefly as to why you are required to do this.	_____	_____
	_____	_____
	_____	_____
	_____	_____
What is the monthly Cap?	\$ _____	\$ _____
What percentage of this is used for work?	_____ %	_____ %
What records did you maintain to justify this claim?	_____	_____
Did you purchase any tools that you are required to use for work and were not reimbursed?	\$ _____	\$ _____
Please list below and attach the relevant evidence of this cost?		

Item Purchased	Date Purchased	Purchase Price	Your % of Work Use for this item	Spouses % of Work use	Comments

Are you a member of a Union?		
State the name of the union.	_____	_____
Have you attached the relevant evidence of this cost?		
Union Fee Amount	\$ _____	
Did you make any charitable donations?		
If Yes - Name _____	\$ _____	\$ _____
Name _____	\$ _____	\$ _____
Name _____	\$ _____	\$ _____
Do you have Income Protection Insurance?		
With whom is this Policy	_____	_____
How much did you pay during the year (premiums)	\$ _____	\$ _____
If yes, have you provided the Provider's insurer's statement		
Is the Income Protection Paid through Super?		
Who prepared your last Tax Return??	_____	_____
If Not prepared by us, what was the cost?	\$ _____	\$ _____

## RENTAL PROPERTY INFORMATION

(Please attach Property Agent's statement for each property, including any foreign properties held)

	Property # 1	Property #2	Property # 3
Address of Property			
Date of Purchase			
Purchase costs			
Date first available for rent			
No. Weeks Rented during this year			
Estimated Current Value			
Property Managers Statement attached			
<b>INCOME</b>			
Rent Received			
Other Rental Related Income			
<b>EXPENSES</b>			
Advertising			
Strata Levies			
Cleaning			
Council Rates			
Gardening/Lawns			
Insurance			
Interest on Loans			
Current Loan Balance			
% of loan used for this property			
% of loan used for private use			
Is the interest Prepaid			
Did you renegotiate the loan during this year			
Land Tax			
Pest Control			
Agent's Fees			
Repairs & Maintenance (provide details separately)			
Stationery/Phone/Postage			
Water Rates/Charges			
Replacements & new assets (provide details of purchase date and amount)			

## Notes & Comments

Please use the above as a guide to help you to provide us with the necessary information.

Once you have all the relevant bits together, you can:

- *Scan and email the material to us or*
- *Print and post relevant copies to us or*
- *Print and personally deliver hard copies to us.*

TERRACE TAXATION     &     RJ WEBB & ASSOCIATES  
**REGISTERED TAX AGENTS**

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