



**ASCOT
PARTNERS**

If you are a new client to ASCOT Partners	✓
Provide a copy of your most recent lodged tax return. <ul style="list-style-type: none"> If the return was prepared by another accountant and you do not have a copy, we can request one from your former accountant. 	
Complete our New Client Details form <ul style="list-style-type: none"> If you don't already have a copy, you can download here 	
Advise us of your Bank account details <ul style="list-style-type: none"> This means your BSB & Account Number, so that if you are due a refund, the ATO can pay the refund directly into your bank account. 	

If you are an existing client to ASCOT Partners	✓
Have your contact details changed? <ul style="list-style-type: none"> If so, please advise of new details. 	
Have your bank account details changed? <ul style="list-style-type: none"> If so, please advise of new BSB & Account Number, so that if you are due a refund, the ATO can pay the refund directly into your bank account. 	

Income	✓
Salary & Wages <ul style="list-style-type: none"> Copies of Payment Summaries. Has your job title changed? 	
Australian Government Allowances & Pensions <ul style="list-style-type: none"> Annual summaries from Department of Human Services. 	
Interest <ul style="list-style-type: none"> Summary of interest earned. 	
Dividends <ul style="list-style-type: none"> Dividend statements. 	
Trust Distributions <ul style="list-style-type: none"> Copies of Annual Tax Summaries for Managed Investments. 	
Capital Gains <ul style="list-style-type: none"> Details of assets sold (shares, managed funds, real estate etc): <ul style="list-style-type: none"> Purchase details (contracts, settlement statements, other purchase costs). Sale details (contracts, settlement statements, other sale costs). 	
Rent <ul style="list-style-type: none"> Details of income & expenditure (refer to Rental Property Checklist for details). 	

Health Insurance/Spouse Details	✓
Private health insurance <ul style="list-style-type: none"> Copy of annual statement for private health insurer. 	
Spouse Details <ul style="list-style-type: none"> Where ASCOT Partners is not engaged to prepare your spouse's tax return: <ul style="list-style-type: none"> Name and Date of Birth. Their taxable income. 	

Business Items	✓
Business Details <ul style="list-style-type: none"> Business name Description of business activity. 	
Business Activity <ul style="list-style-type: none"> Summary of income and expenses for the financial year. Accounting software file containing this information (if you used accounting software) 	

Deductions		✓
Work related car expenses <ul style="list-style-type: none"> • Details of Car (make, model, date purchased, cost, registration number, engine capacity), and • Log book details and relevant expenditure (fuel, registration, insurance, repairs etc), or • Work related kilometres travelled. 		
Work related travel expenses <ul style="list-style-type: none"> • Other work related travel expenses (air, bus, train, tram, tolls, parking, car hire). 		
Work related uniform and laundry <ul style="list-style-type: none"> • Protective clothing. • Compulsory uniform (non-conventional clothing strictly enforced by employer). • Non-compulsory uniform (registered logo with AusIndustry). • Occupation specific clothing (e.g. Nurses, Doctors, Chefs) • Laundry expenditure. 		
Work related self-education <ul style="list-style-type: none"> • Education expenses incurred to gain a formal qualification from a school, college, university or other place of education: <ul style="list-style-type: none"> – Tuition fees. – Travel costs (both domestic and international). – Textbooks, stationery, student union fees, electronic devices. 		
Other work related expenses <ul style="list-style-type: none"> • Professional memberships, union fees etc. • Seminar, conference or education workshop expenses. • Overtime meal costs. • Tools and equipment, electronic devices, professional libraries etc . • Home office expenses (phone, internet etc). 		
Interest and Dividend deductions <ul style="list-style-type: none"> • Details of expenses incurred in earning interest and dividend income (e.g. interest on borrowings, broker fees etc). 		
Gifts or Donations <ul style="list-style-type: none"> • Details of donations of \$2 or more. 		
Tax related expenses <ul style="list-style-type: none"> • Payments to tax agents. • Kilometres travelled to obtain tax advice from tax agents. 		
Other Deductions <ul style="list-style-type: none"> • Income protection insurance premiums. 		

Investment Rental Property		✓
Property Details <ul style="list-style-type: none"> • Date when property was purchased • Contract and/or purchase settlement statement • Details of dates when the property was rented 		
Income <ul style="list-style-type: none"> • Details of any rental income received, including any rental or Agent's statements • Details of any expenses reimbursed by tenants (eg. Water consumption) • Number of nights property was available for personal use 		
Expenses <ul style="list-style-type: none"> • Advertising fees • Body Corporate Fees • Borrowing Expenses • Cleaning Expenses • Council Rates • Depreciation Expenses (depreciation report) • Details of any new assets for the property • Gardening/Lawn mowing fees • Insurance premiums paid • Interest on loans (provide loan statements) 	<ul style="list-style-type: none"> • Land Tax paid • Legal fees • Pest Control • Property Agent fees/ Commissions • Repairs & Maintenance expenses • Stationery • Telephone • Postage • Water Charges • Sundry Expenses 	