



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, cryptocurrency, 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 nameDescription 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 <ul style="list-style-type: none"> Adequate record of hours worked from home for the year – i.e. a timesheet, roster, diary. These hours will be claimed at 67 cents per hour. This will capture the following expenses: <ul style="list-style-type: none"> data and internet mobile and home phone usage electricity and gas, computer consumables (e.g. printer ink) stationery 		
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). Additional software used to track portfolios. Subscriptions related to investment. 		
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 	<ul style="list-style-type: none"> Land Tax paid Legal fees Pest Control 	

<ul style="list-style-type: none"> • 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"> • Property Agent fees/ Commissions • Repairs & Maintenance expenses • Stationery • Telephone • Postage • Water Charges • Sundry Expenses 	
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