

Individual Engagement & Declaration 2016

Client name: _____ TFN _____

I confirm that I have engaged Mr. Manu Gupta, Regt. Tax Agent, either directly or through his authorized representative to prepare and lodge my tax return for the year This engagement is for a fixed fee of \$ and is only for the services up to lodgement of tax return. Services for 'pre-assessment review and request for further information by ATO' and any further services required would incur additional cost.

I further provide the following information ;

Last Year Details

Copy of last year's tax return with all worksheets including work related expenses, depreciation schedules etc.	Yes / No Prepared by us
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Income Details

	Sighted/Advised/Attached
PAYG Payment Summaries (Group Certificate, Termination Payments, ETP), Centrelink, Superannuation and/or Pensions. Family Assistance (FTB) amounts are not taxable and are not required to be reported. Youth/Newstart Allowance not eligible for Additional Deductions. Paid Parental Leave GC	
Interest Income from Banks / Credit Unions	
Dividend Income from various shares held	
Managed Fund income. Please bring 'Annual Tax Distribution Statement'	
Foreign Sources of Income (any income from any foreign source is taxable in Australia if you are resident of Australia for tax purposes) Are you Australian Resident for Tax Purposes -----	→ Yes/No/Unsure
Rental Property Income / Negative Gearing (please ask for specific checklist)	
Capital Gains on properties, shares, other investments (please refer to specific checklist)	
Other Income from any other source such as Employee Share Schemes, Director fees, Contract Work, ABN Income, Sole-Trader Income.	
Income Tests Information – Target foreign income, Exempt Pensions, Child support paid.	

Deductions

	Sighted/Advised/Attached
Motor Vehicle expenses (Car limit \$57,581) <ul style="list-style-type: none"> Travel between workplaces Itinerary travel (un-rostered travel to multiple locations) Travel with heavy equipment (Log book with actual expenses or just diary evidence)	

Other Travel Deductions – Taxi/Hire/Domestic/Overseas	
Protective Clothing, Dry Cleaning Expenses	
Self Education Expenses such as fees paid, text books, motor vehicle and/or travel expenses, HECS-HELP. Claimable if; <ul style="list-style-type: none"> • Education directly related to work • Instrumental in increased knowledge and/or income 	
Other work related expenses such as Union Fees, Telephone Calls, OT Meals (\$28.80), Subscriptions, Memberships, Work tools and equipment, Stationary, Diary, Work Bag, Working from home (45c/hr) etc.,	
Donations to registered charities (this does not include purchase of raffle tickets) or School Building Fund (check school fee receipt)	
Tax Agent Fees (including cost of travel to meet tax agent and interest paid to ATO)	
Income Protection Insurance, Forestry Management Investment Scheme. Personal Super Deduction requires notice from fund.	
Any other claims (including pre-tax personal super contributions;	

Rebate/Tax Offsets

	Sighted/Advised/Attached
Senior/Pensioner rebate (Male over 65yr, Female 64.5yr) pension / self funded	
Net Medical Tax Offset- limited to disability aides, aged care or attendant care only. <ul style="list-style-type: none"> • 20% if expense > \$2,265 –ATI< \$90k(single), \$180k(family) • 10% if expense > \$5343 –ATI> \$90k(single), \$180k(family) 	
Zone or overseas tax offset, Superannuation Tax Offset, Spouse Superannuation Contributions	
Medicare Levy Exemption / Reduction status, especially if temporary resident or non resident.	
Medicare Levy Surcharge limits - ATI Single \$90,000 - \$105,000 - \$140,000 or more Family \$180,000 - \$210,000 - \$280,000 Rebate – 30% / 20% / 10% - 0%	
Super Co- contribution, total income < \$51,021 Low Income Super Contribution, ATI < 37,000	

Other Information

As my tax agent, Manu Gupta will: prepare and lodge my personal income tax returns; provide general taxation advice; prepare and lodge my BAS, IAS and other statutory documents as requested AND act as my contact with the Australian Taxation Office (ATO) for matters relating to my taxation affairs. This engagement specifically EXCLUDES reviewing or verifying any source documentation, eg receipts, invoices, logbooks, rental property schedules prepared by me or property managers, apportionment records, etc and any inquiries made to us or investigations involving us conducted by ATO.

I understand that I must demonstrate that I have incurred an expense for income producing purposes. I further understand the stringent **SUBSTANTIATION** legislation I must satisfy in relation to work, car and business travel expenses. You have informed me that I must **OBTAIN ORIGINAL RECEIPTS** and keep them for a minimum of five years from the date my return is lodged. The receipts must contain the following details:

- name of supplier; amount of expense; nature of goods and services; date the expense was incurred and date it was made out.

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You have informed me that I must also prove how I have spent the money for income producing purposes.

Penalties to apply with incorrect returns

You have also advised me that additional tax, penalties, interest and possible prosecution action may be taken against me by the ATO if I provide details that lead to an incorrect tax return being lodged.

Income from sources in and out of Australia for the year of income

You have advised me that as an Australian resident I must declare income from all sources, in **and out** of Australia, including net capital gains received, for the year of income in my tax return.

Apportionment

Where items are used for both business and private purposes, e.g., car, mobile telephone, home telephone, computer, etc., I have records to verify my business usage claim. In addition, my employer will verify that it was necessary to incur such expenditure in earning my assessable income. Further, I have instructed you to prepare the return based on me being able to produce these records, if required.

Audit matters

I further confirm that I am aware of the procedures to follow if a document is lost or destroyed; I may be required to verify any income or expense item noted in my return in the event of an ATO audit; I understand the substantiation schedules you completed for all work, car and travel expense claims; and I have read and understood the tax return prepared for me.

I declare that:

- a. I have disclosed and you have returned all of the income, including net capital gains, which I have earned/received, for the 2016 income year.
- b. All income declared, claims for deductions and tax offsets included in my return are based on my specific instructions and advice that I satisfy the relevant taxation requirements.
- c. I have all receipts or documentation necessary to substantiate the above claims and I will make them available if required by the ATO; and
- d. You have clarified what written evidence (including car/travel records) will be required during an audit and penalties (including prosecution) that may be applied if incorrect claims are identified in an audit situation.

Client Signature :	Date
Witness Signature :	Date
Witness Name Address	