

Thank you for choosing Anova Chartered Accountants as your trusted tax advisor. So that we can complete your tax return efficiently and accurately and to maximise your claims, we ask that you take the time to review the following checklist/questionnaire.

In preparing for your tax return appointment or in preparing to submit your information to us, please write down what you have for each category of expenses. Review the gaps and consider if you may have missed something. You can then go back through receipts, bank or credit card statements, emails or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to! If you don't have enough room, feel free to make some extra notes.

In relation to substantiation, you are required to retain records for either 2 or 4 years from the date you lodge your return depending on the complexity of your return. We often get asked if there is a minimum you can claim without receipts. **Unfortunately, there is no such thing as automatic deductions and a receipt or written evidence is required for all claims made.**

We do obtain some information directly from the ATO, however this information is not always reliable, or complete. Some information is not available until the end of October, so please ensure you bring all the information requested and do not assume that we will have the details from the ATO. Failure to provide all the information requested will hold up the preparation of your return, and / or result in you missing out on claims that you are entitled to.

		Your Details	
Full Name			
Main Occupation for the year			
Home Address			
Postal Address (if different from home address)			
Email Address			
Home Phone Number			
Mobile Phone Number			
Preferred contact method		Email / SMS / phone / other	
Preferred time to contact		business hours / after hours / anytime	
ID Verified (internal use only)		<input type="checkbox"/>	
Spouse Details (if we do not prepare their return)		Name	
		DOB	
		Taxable Income	
Number of dependant children			
Bank details for any refund due (the ATO no longer issue cheque refunds)		BSB	
		Account Number	
		Bank Name	
		Account Name	

Terms of Engagement & Fee Agreement

As part of the quality assurance procedures at Anova Chartered Accountants, we provide you with this document to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

Purpose, Scope and Output of the Engagement This firm will provide taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

Our professional services are conducted and income tax returns will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

Responsibilities In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of The Institute of Chartered Accountants in Australia which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to us.

The responsibility for providing accurate financial information, including documentation to substantiate any deduction claimed, rests with you. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate any claim. We will not take responsibility for any failure on your behalf to maintain adequate records. By signing this engagement, you are agreeing to check your income tax return as well as any other work prepared by us, and inform us of any errors or omissions.

We also remind you that it is your responsibility to inform us immediately if you change address or telephone number.

Limitation of Liability Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' website:.

Fees Our fees are reviewed every year on 1st July. Any additional work may be performed at your request and these fees can be discussed and quoted by your accountant. The fee for the preparation of a standard salary/wage earner taxation returns for the 2021 year are as follows (all fees are inclusive of GST):

Salary/Wage Earner Tax Return – Single - \$185	Rental Property – ongoing - \$140 per rental property
Salary/Wage Earner Tax Return – Couple - \$360	Rental Property – first year includes CGT schedule - \$260 per rental property

We prepare a capital gains tax schedule for all newly acquired rental properties to ensure all costs of purchase are accounted for and correctly claimed as either capital costs, depreciable or immediately deductible costs or borrowing costs.

Additional fees will apply to prepare Business Profit & Loss Statement, share or dividend trades, capital gains schedules and/or any other work required outside the salary/wage earner tax return requirements.

Billing Arrangements We require full payment on the day of your appointment or prior to lodgement of the Tax Return. You may pay your account by cash, cheque, credit/debit card or in advance by direct credit into our bank account, details of which are printed on our invoices.

Audit Protection Please note that additional fees will apply if we are engaged by you to assist in an audit, review or investigation by the ATO or other government agency. We offer Audit Protection insurance (information sent separately) which will cover our fees for such an audit if you elect to pay the premium.

Ownership of documents All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of income tax returns. Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Confirmation of Terms Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to engage Anova Chartered Accountants as my Tax Agent and Accountant.

Name _____

Signature _____

Date _____

		Supply document (please circle) or enter amount expense
Salary & Wages Newstart/Austudy Age Pension/Other Pension Superannuation Pension Eligible Termination Payment	Provide payment summary(s) (generally available via myGov – check these are "tax ready")	Yes / No / na
Interest	Provide summary from each account or annual interest statement	Yes/ No / na
Dividends	Provide summary from each share or dividend statements	Yes/ No / na
Trust Distribution from Managed Fund/Private Trust	Provide annual taxation statement	Yes/ No / na
Sale of Shares or Property	Provide purchase, sale & DRP documents for shares Provide purchase & sale settlement statements & any other purchase & sale costs for property	Yes/ No / na
Employee Share Shares	Provide copies of statement showing discount	Yes/ No / na
Foreign Income	Provide details	Yes/ No / na
Work Related Car Expenses (up to 5,000kms)	Number of kms travelled for work	kms
	Engine capacity in litres (please circle) (N/A after 1/07/2015)	<1.6 / 1-6 to 2.6 / > 2.6
	Do you have a logbook or diary to substantiate?	Yes / No
Work Related Car Expenses (if over 5,000kms)	Fuel	\$
	Registration (RTA & Greenslip)	\$
	Insurance	\$
	Repairs (services, tyres, batteries)	\$
	Lease expenses	\$
	Interest (provide loan statements)	\$
	Car washing	\$
	Do you have a logbook to substantiate?	Yes / No
Did you purchase a new car this year? If so provide invoice for new car, sale details of old car and new finance documents	Yes / No	
Work Related Travel Expenses	Flights	\$
	Taxi fees	\$
	Tolls	\$
	Parking fees	\$
	Car Hire	\$
	Meals	\$
	Accommodation	\$

Work Related Uniforms	Compulsory uniform strictly enforced by your employer or occupation specific clothing (eg. Chef pants not used for everyday use)	\$
	Protective clothing & footwear (eg fire resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel capped boots, gloves, overalls, aprons)	\$
	Laundromat &/or dry cleaning fees	\$
	Do you launder uniforms or protective clothing at home?	Yes / No
<p>Self-Education Expenses</p> <p><i>when you incurred the expense you must be able to say that the course maintained a skill required for your then current work or the course lead to or was likely to lead to increased income from your then current work</i></p> <p><i>you cannot claim a deduction for self-education expenses that relate only in a general way to your current employment or will enable you to get new employment</i></p>	Name of course	
	Tuition/course fees	\$
	How many weeks of the year did you do the course?	weeks
	Textbooks	\$
	Stationery	\$
	Computer / printer/office furniture etc. (please provide copy of receipts)	\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for study)	\$ \$ per month per year %
	Home office expenses (provide number of hours per week that you studied at home)	hours
	If you used your car to go to your place of education, provide number of kms and circle the capacity of your car in litres	kms <1.6 / 1-6 to 2.6 / > 2.6
<p>Other Work Related Expenses</p> <p><i>(please do not write down figures if you do not have receipts or cannot substantiate your claims)</i></p>	Union fees	\$
	Professional subscriptions	\$
	Overtime meals	\$
	Professional seminars, courses, conferences & workshops	\$
	Reference books, technical journals, trade magazines, newspapers	\$
	Tools (please provide separate listing showing purchase costs & dates)	\$
	Phone apps that are work related	\$
	Office equipment (please provide separate listing showing purchase cost & date) eg. desks, filing cabinets, GPS, iPad, laptop, computer & printer	\$
	Protective equipment (eg safety glasses, safety vests, hard hats, sun hats, sunscreen)	\$
	Stationery eg. diary, paper, pens, calculators, batteries for calculators	\$
	Briefcases, luggage, suitcases	\$
	Computer expenses eg. printer cartridges, USB's, anti-virus software, other software, mobile phone/IPAD apps used for work	\$
	Mobile phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$ per month per year %
	Home phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$ per month per year %
Internet (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$ per month per year %	
Home office expenses (provide number of hours per week that you worked at home)	hours	

Interest & Dividend Deductions	Bank charges	\$
	Management fees & fees for investment advice	\$
	Interest charged on money borrowed to purchase investments	\$
	Investment magazines subscriptions/journals	\$
	Newspapers	\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for investment purposes)	\$ per month \$ per year %
	Computer / printer etc. (if over \$300 provide receipt)	\$
	If you used your car to go to your financial advisor, attend AGM's or attend seminars provide number of kms and circle the capacity of your car in litres	kms <1.6 / 1-6 to 2.6 / > 2.6
Donations	Provide list of donations (you cannot claim a donation if you received something in return eg. raffle ticket)	\$
Income Protection	Provide annual taxation statement from insurer (if you don't have request from your advisor) <i>Please note that this is not deductible if it is through your super fund</i>	\$
Tax Agent Fees	No need to provide for Anova Chartered Accountants fees	\$
Superannuation Contribution on Behalf of Spouse	Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < \$37,000	Yes/ No / N/A
	Provide details of contribution paid	\$
Superannuation Co-contribution	Provide annual contribution statement from superannuation fund	\$
Private Health Insurance	Please provide annual statement showing type of cover & days covered	
	Fund Name	
	Membership No	
	Type (circle your cover)	
Private Health Insurance	Days Covered	

We remind you that it is your responsibility to provide us with accurate financial information and **retain documentation** to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records.

We will prepare your income tax return from the information supplied and by signing the lodgement declaration for lodgement with the ATO you are agreeing that you have provided us with all information free from any omissions.

