



To our valued client,

This form is to help our Accountant's complete your Tax return. Please complete this form to the best of your ability.

Please do not send all of your receipts, store them safely for 5 years (from the date of assessment) to support your claim.

***Payment must be made prior to us starting your work.***

We accept credit card over the phone, payment by cheque, money order or direct deposit into our bank account.

Our bank details are:

Account Name: Les Ray & Associates Unit Trust

BSB: 124096 Account number: 22014033

Reference: 'Your Name'

*Our Receptionists will be able to guide you with the appropriate fees schedule.*

*If you require any further assistance please contact us on 07 3818 2442 or*

[admin@yourtaxmate.com.au](mailto:admin@yourtaxmate.com.au)

Regards,

**Your Tax Mate**

Accountants

IPA Members

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**Katie Shaw**

Partner  
Registered Tax Agent  
DipAcc  
MIPA AFA

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**Cassie McCall**

Accountant  
BCom AccFin AIPA AFA

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**Leslie Ray**

Accountant  
AssocDipBus,  
MAppLaw (QLD)  
C.Dec

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**Sura Reddy**

Accountant  
BCom AIPA AFA  
Cetified Xero advisor

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23 Church street  
Goodna QLD 4300

P.O Box 103  
Goodna QLD 4300

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**T 07 3818 2442**

[www.yourtaxmate.com.au](http://www.yourtaxmate.com.au)  
[admin@yourtaxmate.com.au](mailto:admin@yourtaxmate.com.au)

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Liability limited by a scheme approved under Professional Standards Legislation

Personal Tax

Business Tax

Small & Medium Business Accounting  
ABN: 96 392 253 551

Business Advisors

GST

## Business Structure Details

What type of business are you?			
	Tick	ABN Number	Registered for GST?
<i>Example</i>	✓	58 001 221 650	<i>Yes / No</i>
Sole trader			
Company (Pty Ltd)			
Trust			
Partnership			

The threshold for GST registration is \$75,000 and above, if you are not registered and earned above the threshold please advise the Accountant

BUSINESS ENTITY DETAILS					
Entity Name					
Directors / Associates / Partners / Trustees					
First Name		Middle Name		Surname	
DOB		Entity TFN	_____		
Street Address				Suburb	
State		Postcode			
Phone Number			Email		
Industry description	<i>Eg. Carpentry</i>				

BUSINESS BANKING DETAILS	
BSB	
Account Number	
Account Name	

## Income

INCOME	
Total Sales / Income earned	\$

## Expenses

### Travel

You can claim vehicle and other travel expenses you incur in the course of performing your work duties, but generally you can't claim for normal trips between home and work – this is considered private travel.

You need to keep records of your travel expenses.

Annual - Work Related Travel Expenses	
Flights	\$
Meals	\$
Accommodation	\$
Transfers	\$

### Motor Vehicle – Cents per Kilometre method **OR** Logbook method

**Note:** You cannot claim 5,000km's plus actual expenses on your vehicle Eg. Registration, insurance, repairs & maintenance & depreciation. You must choose one method only according to the records kept during the financial year.

If you use your **own** car in performing your work-related duties (including a car you lease or hire), you may be able to claim a deduction for car expenses.

If the travel was partly private, you can claim only the work-related portion.

You can **choose** one of the following two methods to calculate deductions for car expenses:

*\*Please refer to the ATO website for further information <https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/vehicle-and-travel-expenses/car-expenses/>*

#### Cent per Kilometre method or

Total work Km's travelled (up to 5,000km's ) \_\_\_\_\_

Type of Vehicle (Make & Model) \_\_\_\_\_

Parking	\$
Tolls	\$

## Log Book method

The below log book summary **MUST** be completed to be eligible to claim actual expenses on your motor vehicle. Eg. Fuel, registration & insurance expenses, repairs & maintenance. This is a summary only, you **MUST** have all daily entries with the odometer readings during the financial year like the example below kept with your tax records.

Journey start date	Odometer reading at start of journey	Journey end date	Odometer reading at end of journey	Reason for the journey	Total kilometres travelled
27 August 2017	10,200km	27 August 2017	10,210km	Private – take kids to school	10km
27 August 2017	10,210km	27 August 2017	10,230km	Private – travel to work	20km
27 August 2017	10,230km	27 August 2017	10,245km	Business – travel to offsite client meeting	15km
27 August 2017	10,245km	27 August 2017	10,260km	Business – return to office	15km
27 August 2017	10,260km	27 August 2017	10,280km	Private – travel from office to home	20km

Your 12 week logbook is valid for 5 years. However, if your circumstances change (eg, you change jobs) and the logbook is no longer representative, you will need to complete a new 12 week logbook.

Logbook Summary (12 continuous weeks required)			
Logbook period	___/___/___ to ___/___/___		
Type of Vehicle: (Year, Make, Model)			
Purchase Date & Price:	Date:	Current Market Value at the start of the financial year:	\$
	Price: \$		
Start odometer reading:		Finish odometer reading:	
Total <b>Business</b> Km's travelled for the period			
Total Km's travelled for the period			

Please complete the **Annual Motor Vehicle Expenses** only if you have kept a valid logbook

Annual Motor Vehicle Expenses			
Interest paid on car loan	\$	Repairs & Maintenance	\$
Fuel	\$	Additions	\$
Registration	\$	Insurance	\$
<i>For leased vehicles please speak with the Accountant</i>			

Have you purchased a new vehicle? **YES** **NO**

If yes, please supply the **date** the previous car was sold, the **price** received & the make and model of the vehicle.

Sale of vehicle	
Date the Motor Vehicle was sold:	
Price received on sale:	\$
Make & model of the Motor Vehicle:	

## OTHER EXPENSES

Tools &/or Equipment	\$	Mobile Phone Expense	Eg. \$700 per year \$
Sun Protection	\$	Mobile Phone % - work related	Eg. 30% work usage %
Union/Professional Memberships	\$	Internet Expense	\$ Work related %
Printing & Stationary	\$		
	\$		\$
	\$		\$
	\$		
Miscellaneous – <i>Summary as well as the costs.</i>			
\$..... .....			

Online Accounting Programs? Please attach Profit & Loss, Balance Sheet & Employee EOY Summary or send us an Invite to view and edit your work.

Work-related deductions	Yes or No
Did you receive a motor vehicle allowance on your payment summary?	
Can your employer state in writing that you use your motor vehicle for work?	
Do you use your motor vehicle for private use?	
What type of vehicle do you use for work purposes? .....	
Do you have a valid log book?	
For all of your expenses, did you spend the money and were not reimbursed?	
Can you prove you spent the money with receipts and supporting statements?	
Do you authorise <i>Your Tax Mate</i> to complete your tax return and agree to pay our fee regardless of the outcome?	

The above statements are true and correct.

Name: .....

Signature: .....

Date: .....

The ATO have 3 basic requirements for claiming work-related deductions.

To claim a work-related deduction:

1. You must have spent the money yourself and weren't reimbursed;
2. It must be directly related to earning your income; and
3. You must have a record to prove it.

Failure to satisfy any of these three requirements will result in your claim being adjusted by the ATO, this includes:

- You paying back any refund you received from the ATO due to the incorrect claims; and additionally
- Having to pay large penalties

**Engagement of Les Ray & Associates, Your Tax Mate,  
as your Tax Agent**

Confirming our discussions *we are* pleased to accept appointment as your Tax Agent. We will act in your best interest at all times and provide the highest level of professional service.

This document sets out the terms of the engagement. As your Tax Agent we *will*:

- a) analyse, discuss and make recommendations regarding your tax return; and
- b) prepare and lodge your tax return.

In addition to the financial information required to complete these tax returns, it is expected that all relevant source documentation will be made available to us from you.

**You are responsible for proving your claims under the provisions of the Income Tax Assessment Act.**

**Professional Fees and Payments.<sup>1</sup>**

The standard tax return preparation fee is \$180.00.

**No Deduction of Fees from refund.**

We do not operate a fee from refund service. Our terms are strictly payment on the day either by cash or EFTPOS facilities. You were informed at the time you made the appointment that payment was due on the day.

**Client's disclosure and record keeping obligations.**

You are required by law to keep full and accurate records relating to your tax affairs. If you can't prove your claims during an audit, those deductions will be denied and a fine imposed.

**Client's rights and obligations under the taxation laws.**

Taxpayers have certain rights under Australian taxation laws<sup>2</sup>, but they also have certain duties such as the duty to keep proper records and the duty to lodge returns by the due date.

Tax Practitioners obligation is to comply with the law.

**No superannuation advice**

As of the 1<sup>st</sup> July 2016 we are prevented by law to give any advice concerning superannuation.

**We have a duty to act in our client's best interests.**

However, the duty to act in our client's best interests is subject to an overriding duty to comply with the law, even if that may require us to act in a manner that may be different to your directions.

For example, we could not lodge an income tax return that we believe to be false in a material respect.

**Acknowledgement and Confirmation**

I hereby acknowledge and accept the terms of this engagement and agree to be liable for all fees for services performed in accordance with this agreement.

**Lodgment Declaration**

I declare that:

- The information provided to the agent for the preparation of the document is true and correct;
- I have shown all my income including net capital gains;
- I authorise the agent to lodge this return;
- I authorise the refund to be deposited directly to the specified account.
- I have the necessary receipts and/or other records, or expect to obtain the necessary written evidence within a reasonable time of lodging this return, to support my claims for deductions and tax offsets.

Signed..... Date.....

Print Name.....

<sup>1</sup> This is for a standard wages only tax return. For ABN, investment properties, capital gains calculations, share trading or business returns further charges apply.

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<sup>2</sup> Tax Payers Charter- Treat you as being honest unless you act otherwise.