



14 Castlereagh St
Penrith NSW 2750
Ph 02 4732 1026 Fax 02 8588 1208

PO Box 4112 Penrith Plaza NSW 2750
info@hpaccounting.com.au
www.hpaccounting.com.au

Hurley & Powell Pty Ltd ABN 13 124 570 976

Accountants & Registered Tax Agents

Dear Client(s),

June 2017

IT'S TAX TIME AGAIN!

The new financial year is upon us and that means it is time to prepare for your 2017 tax return.

To assist you in preparing for your tax return(s), we have included a checklist on the reverse of this letter, which will help you to make claims for all relevant expenses, and will ensure you supply us with the correct documentation.

To ensure your returns are prepared as quickly and easily as possible, and to keep our fees to a minimum, we have listed below some simple pointers:

- **Please ensure all documents are provided in a reasonable manner;**
- **Let us know if you have more than 1 years return or wish to discuss something etc;**
- **Please take the time to review the checklist in full, it will ensure your tax return is maximised;**

We are looking forward to being of service to you again this year. Please call us on **4732 1026** to book an appointment.

If you are unable to attend an appointment, feel free to forward your tax documents to our Post Office Box or email address (as above), drop your documents into our office, or your partner can attend an appointment on your behalf, and it can be taken home for you to sign.

Regards,

Jo-ann Natasha Matt Paul Jessica

Principal
Jo-ann Hurley CPA

Liability limited by a scheme
approved under Professional
Standards Legislation

Hurley & Powell Accountants
Is a CPA Practice



Checklist for a Personal Tax Return 1/7/16-30/6/17

The following is a guide (only) to the things you will need to complete your tax.

Income

- Your PAYG Payment Summaries from **all** employers.
- PAYG Payment Summaries for any income from pensions, annuities, Centrelink etc.
- Bank interest earned on any accounts, term deposits etc (joint or own name accounts), account keeping fees (for investment accounts **only**) and any tax withheld.
- Any income received from insurance eg workers compensation payments.
- Share dividend statements for any shares owned with **payment** dates 1/7/16 – 30/6/17 this includes any dividends reinvested.
- If any shares or other income producing assets have been sold between 1/7/16 – 30/6/17 sale details and original purchase details (does not generally include your home).
- For any lump sum payments received eg from an employer or super etc bring the ETP document you should have received.
- Other investments such as managed funds; the **annual tax statement** is required (these are often not available until September – **check they say for TAX and are for the full year**).
- Any overseas income such as a foreign pension, rent, interest etc (please provide totals).
- Any other income.

Deductions

- Any gifts or donations to charities (for building funds a receipt must be provided).
- If you used your vehicle for work a note of the kilometres relating to that travel. If the travel is extensive (>5000km) a log book and all expenditure incurred is required eg fuel, rego, insurance, repairs etc. Please provide totals for each expense category.
- For clients working outside or affected by the sun, a claim may be made for sun protection items, eg for sunglasses, hats and sunscreen. Receipts are needed for this claim.
- Other work related expenses such as tools, equipment, uniform, protective clothing, union fees should be summarised and sub totals provided (you must have the receipts to substantiate).
- For any large items purchased costing > \$300 the invoices should be provided.
- Any self-education expenses **directly related to your work**. Also a summary of any study related km travelled in your own vehicle.
- For home office use tell us how many hours per week on average you worked at home.
- For laundry of uniforms (with logos) and protective clothing we will advise at time of interview.
- For income protection insurance that pay an income (not a lump sum), the \$ paid.
- Any other expense item incurred in gaining an income.

Other

- If you have private health fund insurance, supply the year end statement from your fund.

Rental Property

- If you own a rental property we need the income and all expense items, usually you would provide real estate agents monthly invoices/annual statement, other expenses incurred and loan statements, please ensure all information covers the period **1/7/16 - 30/6/17**.
- If the property has been bought or sold in the year, all solicitors and other relevant documents should be provided.

Sole Trader or Partnership

- If you operate a sole trader or partnership business we need the income and all expense items plus copies of your BAS's or IASs (if we did not prepare them).