



## CHECKLIST 20/5

|   |  |                  |
|---|--|------------------|
| Name:   |  | Tax File Number: |
| Date of Birth:  |  |                  |
| Address:  |  |                  |
| Telephone Home:   |  |                  |
| Telephone Work:   |  |                  |
| Telephone Mobile:   |  |                  |
| Email:  |  |                  |
| Facsimile:  |  |                  |
| Bank account details are required as the ATO will no longer be issuing cheques. | Bank Account Details for direct deposit of refund: |                  |
|   | Name Held:   |                  |
|   | BSB:   |                  |
|   | Account Number:                                    |                  |

[illegible]

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## OTHER INFORMATION

Private Health Insurance (attach Private Health Insurance Tax Summary)

HECS/HELP Liability (attach HECS statement)

Student Loan (attach SFSS statement)

Payslip(s) (attach most recent payslip received)

Superannuation (attach most recent statements received)

Personal Insurance (attach most recent statements received for Life, trauma,  
TPD and income protection insurance)

Family Tax Benefit Entitlement (if not previously provided)

Spouse Name:

Date of Birth:

Tax File No:

Taxable Income:

Children 1 Name:

Children 1 Date of Birth:

Children 2 Name:

Children 2 Date of Birth:

Children 3 Name:

Children 3 Date of Birth:

Children 4 Name:

Children 4 Date of Birth:

[illegible]

## WORK RELATED EXPENSES

## I. WORK RELATED CAR EXPENSE

Please explain how your car is used for work related purposes: (refer to our website for explanation of how cars can be claimed)

| Car Type | Engine Capacity | Car Price | Work related KMS for year |
|----------|-----------------|-----------|---------------------------|
|          |                 |           |                           |
|          |                 |           |                           |
|          |                 |           |                           |

If using logbook method, please also fill out the following:

| Type of Expenses          |  |   | Total<br>Expense \$ | Work % (c) | Amount<br>Claimed | Invoice/<br>Receipt Y/N |
|---------------------------|--|---|---------------------|------------|-------------------|-------------------------|
| Total kms travelled       |  | a |                     |            |                   |                         |
| Total work kms travelled  |  | b |                     |            |                   |                         |
| Work related % (a / b =c) |  | c |                     |            |                   |                         |
|                           |  |   |                     |            |                   |                         |
| Fuel and Oil              |  |   |                     |            |                   |                         |
| Lease Payments            |  |   |                     |            |                   |                         |
| Interest                  |  |   |                     |            |                   |                         |
| Insurance                 |  |   |                     |            |                   |                         |
| Registration              |  |   |                     |            |                   |                         |
| Repairs & Maintenance     |  |   |                     |            |                   |                         |
| Other:                    |  |   |                     |            |                   |                         |
|                           |  |   |                     |            |                   |                         |
|                           |  |   |                     |            |                   |                         |

## 2.WORK RELATED TRAVEL

[illegible]

### 3. UNIFORM, OCCUPATION SPECIFIC OR PROTECTIVE CLOTHING AND LAUNDRY EXPENSES

[illegible]

4. SELF-EDUCATION EXPENSES. Please give details of course and how it relates to your current work activities:

[illegible]

**5. OTHER WORK RELATED EXPENSES**

| Type of Expense      | Amount Claimed \$ | How is expense work related? | Invoice/<br>Receipt<br>(Y/N) |
|----------------------|-------------------|------------------------------|------------------------------|
| Books and Journals   |                   |                              |                              |
| Computer Expenses    |                   |                              |                              |
| Home Office Expenses |                   |                              |                              |
| Home Telephone       |                   |                              |                              |
| Internet Access      |                   |                              |                              |
| Memberships          |                   |                              |                              |
| Mobile Phone         |                   |                              |                              |
| Seminars             |                   |                              |                              |
| Subscriptions        |                   |                              |                              |
| Union Fees           |                   |                              |                              |
| Other...             |                   |                              |                              |
|                      |                   |                              |                              |
|                      |                   |                              |                              |
|                      |                   |                              |                              |

**6. DONATIONS**

| Charity Details | Amount<br>Claimed \$ | Receipt<br>Y/N |
|-----------------|----------------------|----------------|
|                 |                      |                |
|                 |                      |                |
|                 |                      |                |
|                 |                      |                |
|                 |                      |                |
|                 |                      |                |

**7. SUNDRY**

| Details                | Amount<br>Claimed \$ | Receipt<br>Y/N |
|------------------------|----------------------|----------------|
| Tax Agent Fees         |                      |                |
| Tax Agent Travel       |                      |                |
|                        |                      |                |
| Investment Expenses    |                      |                |
| Income Protection Ins. |                      |                |

**8. OTHER CLAIMS**

| Claim                              | Amount \$ | Additional Details | Receipt Y/N |
|------------------------------------|-----------|--------------------|-------------|
| Medical Expenses (if over \$2,120) |           |                    |             |
|                                    |           |                    |             |
|                                    |           |                    |             |
|                                    |           |                    |             |

## NON TAX RELATED QUESTIONS

Are you aware that Mulcahy & Co has a legal division to assist with all your legal needs?

Do you have an up to date Will?

If No, would you like Mulcahy & Co Legal to contact you to discuss?

If Yes, do you want Mulcahy & Co Legal to obtain this to hold on your behalf?

Do you have an appropriate level of risk insurance ie life, trauma, income protection insurance?

Have you reviewed your superannuation fund investments recently?

Do you have a regular savings plan?

If No, would you like to?

Do you want to know if your paying too much on your loan?

If so, please provide your latest loan statements

Do you require IT assistance? New computer, back-up, cloud data storage, virus protection, networking etc.

| Yes | No |
|-----|----|
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |

### Declaration:

I declare that the information I have given is true & correct and that I hold the necessary written evidence to support my work related deductions. I have made the necessary inquiries to ensure all expenses listed are deductible.

Signed:

Date:

Go to [www.mulcahy.com.au](http://www.mulcahy.com.au) to view and download further information and checklists relevant to your financial planning, lending, legal and IT requirements.

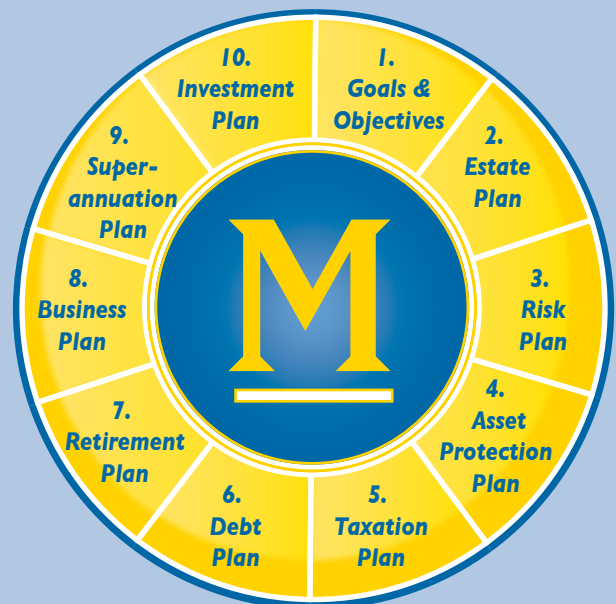
## Are you Financially Secure?

### What does being Financially Secure mean?

It means assessing your personal and business goals and developing a plan to achieve these.

At Mulcahy & Co we are in a unique position to provide the expert advice and solutions - Accounting, Financial Planning, Lending, Legal and IT - all from under the one roof. This makes a normally complicated process seamless to help you on your way to becoming Financially Secure.

Follow our 10 step process to achieve Financial Security - [www.mulcahy.com.au](http://www.mulcahy.com.au)



## RENTAL PROPERTY WORKSHEET FOR THE 2015 FINANCIAL YEAR

(Refer to our website for information concerning your obligations with rental property claims)

Taxpayers Name: \_\_\_\_\_ Address of Property: \_\_\_\_\_

Date that first income producing: \_\_\_\_\_

Number of weeks property was rented this year: \_\_\_\_\_

*If property was purchased or sold during the year, please provide purchase & sale contracts*

Was there any private use of the Property? Yes \_\_\_\_ No \_\_\_\_

| Income  | Amount | Details |
|---|--------|---------|
| Gross Rental Income   |        |         |
| Other related Rental Income (eg. Insurance Recoup)                    |        |         |
| <b>TOTAL INCOME</b>   |        |         |
|   |        |         |
| <b>EXPENSES</b>   |        |         |
| Advertising to tenants  |        |         |
| Body Corporate Fees   |        |         |
| Borrowing Expenses  |        |         |
| Cleaning  |        |         |
| Council Rates   |        |         |
| Capital allowances (depreciation on plant)                            |        |         |
| Gardening / lawn mowing   |        |         |
| Insurance   |        |         |
| Interest on loan(s) (Please provide Loan Statements)                  |        |         |
| Account Number  |        |         |
| Land Tax  |        |         |
| Legal Fees  |        |         |
| Pest Control  |        |         |
| Property agent fees/commission  |        |         |
| Repairs and Maintenance   |        |         |
| Capital works deducitons (special building write off)<br>(2.5% x \$ ) |        |         |
| Stationery, telephone, postage  |        |         |
| Travel expenses   |        |         |
| Water charges   |        |         |
| Sundry rental expenses  |        |         |
| <b>TOTAL RENTAL PROPERTY EXPENSES</b>                                 |        |         |
|   |        |         |
| Less: Private component   |        |         |
| How is this calculated?   |        |         |
| <b>NET RENTAL INCOME / LOSS</b>                                       |        |         |
|   |        |         |
| Travel Details:   |        |         |
|   |        |         |

ASSET AND LIABILITY AND SURPLUS CASHFLOW AVAILABILITY

Updating your net equity and cashflow position can provide useful information with investment and financial decision making.

Please take the time to update these details.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

| ASSETS                              |              | Value | LIABILITIES       |                 |       |
|-------------------------------------|--------------|-------|-------------------|-----------------|-------|
| Details                             |              |       | Details           | Monthly Payment | Owing |
| Bank Account(s)                     |              |       | Mortgage/Loans    |                 |       |
| Term Deposits                       |              |       |                   |                 |       |
| Real Estate                         | Address/Type |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
| Motor Vehicles                      |              |       |                   |                 |       |
| Shares / Man Fund                   |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
| Superannuation (attach statements)  |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
| Household / Personal                |              |       | Other             |                 |       |
|                                     |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
| Other                               |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |
| TOTAL ASSETS                        |              |       | TOTAL LIABILITIES |                 |       |
| NET WORTH (assets less liabilities) |              |       |                   |                 |       |
|                                     |              |       |                   |                 |       |



# MULCAHY & CO

Reliable, accessible, responsive...it all adds up to a quality outcome

| INCOME                       |       | EXPENSES  |                                |
|------------------------------|-------|-----------|--------------------------------|
| Salary / Wage Income         | Gross | After Tax | Loan Repayments                |
| Name:                        |       |           |                                |
| Name:                        |       |           |                                |
| Interest Income:             |       |           |                                |
| Dividends / Managed Funds    |       |           | Living & Private               |
| Rental Gross                 |       |           | Superannuation-Extra           |
| Expenses                     |       |           | Superannuation-Co-Contribution |
| Net Rental Income (loss)     |       |           | Personal Insurance             |
|                              |       |           | Life/TPD/Trauma/IP             |
| Other                        |       |           |                                |
| <b>TOTAL INCOME</b>          |       |           | <b>TOTAL EXPENSES</b>          |
| <b>NET INCOME (EXPENSES)</b> |       |           |                                |

Please fill in the form on screen, save the PDF document to your hard drive and email back to us.

● ACCOUNTING ● FINANCIAL PLANNING ● LENDING

● LEGAL ● INFORMATION TECHNOLOGY

ph: 03 5330 7200 e: [info@mulcahy.com.au](mailto:info@mulcahy.com.au) w: [www.mulcahy.com.au](http://www.mulcahy.com.au) 300B Gillies St, Ballarat

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