



RBG PRIVATE

RBG PRIVATE INDIVIDUAL TAXATION WORKBOOK 30 JUNE 2018

Your Name: _____

SECTION A - INCOME (I)

I-1 SALARY OR WAGES



If you received payments of salary and wages, commissions, bonuses, income earned from part-time or casual work, parental leave pay, Dad and Partner Pay, foreign employment or amounts for last salary or wages paid under an insurance policy or workers compensation scheme from which tax was withheld:



Please attach all PAYG payment summaries or a letter or signed statement from your employer.

If you have the following incomes please complete the respective workbook section.

1. Personal Services Income – Please *show at I-9* on page 4.
2. Partnerships, trusts and estates including cash management trusts – Please *show at I-13* on pages 6 and 7.



For late, lost or incorrect payment summaries, you may need to complete a statutory declaration form – please contact my office for further information.

I-2 ALLOWANCES OR BENEFITS OTHER THAN THOSE SHOWN ON YOUR PAYG PAYMENT SUMMARY



These allowances or benefits may include:

- Tool, clothing or laundry;
- Reimbursement of car expenses;
- Tips, gratuities and payments for casual / part-time work;
- Directors' fees (if not taxed);
- Car, travel or transport allowances paid even if they were in cash;
- Payments for voluntary and other services;
- Dirt, height, site, first aid and risk, meal or entertainment allowances;
- Commissions, consultation fees or honoraria not included as part of business income at **I-14** on pages 7 and 8.

If you received any of the above allowances or fees please provide the details below:

If you have incurred expenses against these allowances - *Please show at D-5* on page 24.

Details

\$ Amount received

--

--

I – 3 EMPLOYER LUMP SUM PAYMENTS

Lump sum payments for unused annual leave & unused long service leave



If you received any lump sum payments for unused annual leave or unused long service leave due to ceasing employment during the year, you may have a PAYG payment summary showing an amount at either lump sum A or B.



Please attach the PAYG payment summary or a signed copy, letter or statement from your payer, if not already attached at I-1 on page 1.

I – 4 EMPLOYMENT TERMINATION PAYMENTS

Eligible termination payments



As a result of ceasing employment you may also have received an eligible termination payment. This payment may be in the nature of:

- A payment in lieu of notice or a 'golden handshake';
- A payment for unused sick leave or unused rostered days off;
- Compensation for loss of a job or wrongful dismissal;
- A genuine redundancy payment or an approved early retirement scheme payment that exceeded the tax-free threshold for such payments – currently \$9,780 plus \$4,891 for each completed year of service;
- A payment received because of invalidity or a disability, that is, because you stopped being gainfully employed as a result of ill health certified by two legally qualified medical practitioners (other than payments made as compensation for injury).



Please attach the PAYG payment summary or a signed copy, letter or statement from your payer, if not already attached at I-3 above.



For other employment termination payments including Death Benefit ETP, Death Benefits Dependant, Foreign Employment Termination Payments, Late Termination Payments, Transitional Termination Payments or Directed Termination Payments, please attach the PAYG payment summary or a signed copy of the relevant letter or statement and contact my office for further information.

I – 5 AUSTRALIAN GOVERNMENT ALLOWANCES AND PAYMENTS



If you received:

- Parenting payment (partnered);
- Newstart allowance or youth allowance;
- Partner allowance, sickness allowance, special benefit or widow allowance;
- Austudy payment;
- Exceptional circumstances relief payment;
- Interim income support payment;
- ABSTUDY living allowance or payment under the Veterans' Children Education Scheme or payment shown as a Military Rehabilitation and Compensation Act Allowance (MRCA) and you were 16 years or older;
- Training for Employment Program allowance; New Enterprise Incentive Scheme allowance; clothing and footwear special allowance; Green Corps training allowance; or other taxable Commonwealth education or training payments;
- An income support component from a Community Development Employment Project – shown as 'CDEP Salary or Wages' on your *PAYG payment summary – individual non-business*;
- A CDEP scheme participant supplement;
- Other taxable Commonwealth Education Training payments.

I – 5 AUSTRALIAN GOVERNMENT ALLOWANCES AND PAYMENTS Continued



Please attach your PAYG payment summary – individual non-business; or a letter from the agency that paid your allowance or payment stating the amount that you received. If you have received a letter from the department that paid you that indicates your rebate codes, would you please provide a copy of this document as well.

I – 6 AUSTRALIAN GOVERNMENT PENSIONS AND OTHER ALLOWANCES



If you received:

- Age pension;
- Bereavement allowance;
- Carer payment;
- Disability support pension if you have reached age pension age;
- Education entry payment;
- Parenting payment (single);
- Widow B pension;
- Wife pension if either you or your partner was of age-pension age;
- Age service pension;
- Income support supplement;
- Defence Force Income Support Allowance (DFISA) where the pension, payment or allowance to which it relates is taxable;
- DFISA-like payment from the Department of Veterans' Affairs (DVA);
- Invalidity service pension if you have reached age pension age;
- Partner service pension.



Please attach your PAYG payment summary – individual non-business, or a letter from the agency that paid your pension, allowance or payment stating the amount that you received.



We will also require your spouse's adjusted **taxable** income - this is the taxable income of your spouse or de facto spouse plus any pensions received by them.

Spouse's adjusted taxable income \$ _____ (If this amount includes a pension, please provide a copy of the payment summary or letter of amounts paid by the Department to your spouse).

I – 7 AUSTRALIAN ANNUITIES AND SUPERANNUATION INCOME STREAMS



Australian superannuation income streams include those paid to you:

- By an Australian superannuation fund, life insurance company or retirement savings account (RSA) provider;
- By a fund established for the benefit of Commonwealth state or territory employees and their dependants;
- While you were still working;
- As a result of another person's death;
- Superannuation income stream lump sums in arrears;
- Non-superannuation annuities paid by, for example, life insurance companies or friendly societies.



Please attach your PAYG payment summary – superannuation income stream or statements from your Australian annuity, superannuation, other pension.

I – 8 AUSTRALIAN SUPERANNUATION LUMP SUM PAYMENTS



Superannuation lump sum payments include:

- Lump sum payments from superannuation funds, approved deposit funds, retirement savings account providers or life insurance companies;
- Payments received such as a death benefit because a person has died, from a superannuation fund, approved deposit fund, retirement savings account, or life insurance company;
- Payments from the Tax Office to you of amounts in respect of the superannuation guarantee charge, the Superannuation holding accounts special account or Co-contributions or payments of unclaimed money to you from the unclaimed money register.



Please attach your PAYG payment summary – superannuation income stream or statements from your Australian annuity, superannuation, other pension.



The tax free component of a superannuation lump sum payment is the part of the benefit that is non-assessable non-exempt income, i.e. tax-free income. It may be shown on the PAYG summary as 'Tax-free component'. This amount will not be included in your taxable income.

If you do have a 'Tax-free component' please record the amount here: \$ _____

I – 9 ATTRIBUTED PERSONAL SERVICES INCOME (PSI)



Personal services income is income that is mainly a reward for your personal efforts or skills and is generally paid either to you or to a personal services entity (a company, partnership or trust).

- Do not complete this item if the personal services income was paid to you as a sole trader.
- If the personal services entity has a net loss relating to your personal services income, you may be able to claim a deduction for the net PSI loss.



Please attach your PAYG payment summary or details of the other personal services income attributed to you.

I – 10 INTEREST RECEIVED OR CREDITED



Did you receive, or were you credited with, interest from any source within Australia, e.g. deposits with banks, building societies or credit unions? You must also declare interest from children's accounts you opened or operated with funds you used as if they were yours.

Please provide the details below.

If you have received interest from the Australian Taxation Office, please provide details in the table on the next page.



Please note this does not include interest earned on a First Home Saver Account. Interest earned in an FHSA is Tax free.

I – 10 INTEREST RECEIVED OR CREDITED Continued

If accounts are held jointly, please specify below:

From whom received	Account number	Total Received	Your Share	Joint Account?	TFN tax deducted
		\$	\$	Yes/No	\$
		\$	\$	Yes/No	\$
		\$	\$	Yes/No	\$
		\$	\$	Yes/No	\$



Please ensure that interest on accounts closed during the year ended 30 June 2018 is also included above.

I-11 DIVIDENDS



Complete the details below or attach distribution statements showing the gross amount of dividend (franked and unfranked) and any imputation credits which may have been received (or reinvested) from a company (including a listed investment company), corporate unit trust, public trading trust or corporate limited partnership within Australia.

Payment Date	Company name	Franked amount	Unfranked amount	Imputation credit	TFN credit
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

I-12 EMPLOYEE SHARE SCHEMES (ESS interests)



If you have received a discount on 'employee share scheme interests' during the year, you may be taxed on the discount in the year in which you acquired the ESS interest. This is known as a 'taxed upfront scheme'. However, if the scheme meets certain conditions, the taxing point is deferred until a later time. The schemes are known as 'deferral schemes'.

ESS interests include shares, stapled securities or rights to acquire shares and stapled securities whether from employment inside or outside of Australia.

The rules of the scheme or a letter from your employer should advise you whether you have acquired ESS interests under a taxed upfront or deferral scheme. Your employer will provide you with Employee Share Scheme Statement which will show you the value of any discounts you have received on your ESS interests. You will need this summary to complete this item.

The Business Services Wage Assessment Tool Payment Scheme

The Business Services Wage Assessment Tool (BSWAT) Payment Scheme provides a one-off lump sum payment to eligible employees. The payment is for employees, whose pay was worked out using the tool while working for an Australian disability enterprise (ADE) between 1 January 2004 and 28 May 2014.

The scheme is administered by the Department of Social Services. If you have received the BSWAT Payment Scheme lump sum this year, you may need to lodge a paper tax return. This will depend on how much income you received

during the financial year. If you do need to lodge a tax return you may eligible to claim the lump sum in arrears tax offset to reduce the tax that you have to pay.



Please attach your Employee Share Scheme Statement.

I – 13 PARTNERSHIPS, TRUSTS AND ESTATES INCLUDING CASH MANAGEMENT TRUSTS



If you received or were entitled to receive:

- Income or loss from a partnership;
- Income from a trust (including a managed fund);
- A share of credit for tax paid on or withheld from partnership or trust income, including prescribed payments, imputation credits from dividends, credits for TFN tax deducted and any primary or instalment tax paid by the trustee of the trust;
- Share of national rental affordability scheme tax offset;

Or

If you have an interest in a trust that made a loss from primary production activities.

Please show details of distributions including a salary, wage or allowance received from a partnership in which you are a partner below.

Name of partnership/trust	Tax File Number	Net income other than primary production	Net income from primary production
_____ _____	_____ _____	\$ _____ \$ _____	\$ _____ \$ _____



Where you have received a PAYG payment summary – personal services attributed income – please attach the statement.

Share of any rebates for franked dividends	Share of any prescribed payments system credit	Share of tax deducted from interest/dividends received
\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____



Please attach annual tax summary statements from cash management and property trusts.

Amount on which ultimate beneficiary non-disclosure tax is imposed.



Did you receive a distribution of income from a trust on which the trustee was liable for ultimate beneficiary non-disclosure tax? If yes, the following will apply to you.

Any trust distribution shown on your income tax return that has ultimate beneficiary non-disclosure tax payable on it is not included in your assessable income, you do not pay income tax, the Medicare levy or the Medicare levy surcharge on it, however, the distribution is taken into account in determining your liability for superannuation contributions surcharge.

I – 13 PARTNERSHIPS, TRUSTS AND ESTATES INCLUDING CASH MANAGEMENT TRUSTS Continued

Please provide details of distributions as follows:

Total distributions you have received on which the trustee was liable for ultimate beneficiary non-disclosure tax \$ _____

Less: any expenses in relation to the distribution

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Amount taken into account in determining your liability for superannuation contributions surcharge (if applicable) \$ _____

I – 14 NET INCOME/(LOSS) FROM BUSINESS



Income may include:

- Any income from a business including a primary production business;
- Income from personal services.



Primary production means production from:

- Cultivating the land;
- Keeping and breeding animals or poultry to sell them or their produce;
- Horticulture;
- Fishing operations;
- Forest operations;
- The manufacture of dairy produce by a dairy farmer.

If you are a primary producer, you should also read the 'Information for Primary Producers' 2018 leaflet which we can provide to you upon request.

If you did carry on a business(es) during the year please provide:

- i. The description of the business activity _____
- ii. Status of the business:
Date business commenced _____ **Date business ceased** _____
- iii. Have you registered a business name with ASIC?
If yes, the business name is _____
- iv. Are you registered for GST? Y/N (if your income from business activities is greater than \$75,000 you must register and charge 10% GST).
- v. Do you rent a separate office from which you carry out business activities?
If yes, the address of the business office is _____

I – 14 NET INCOME/(LOSS) FROM BUSINESS Continued



If you operate your business from home, you should telephone our office to discuss the requirements for maintaining a home office.

Nature of business activity: _____

Nature of income earned	\$ Gross amount

Non – commercial losses



Non-commercial tax losses legislation may affect your ability to claim losses in the year in which it was incurred. If you have made a loss and your business income is less than \$20,000, please contact us to discuss your options on **(02) 9380 8300**.

Business expenses incurred

Please provide a separate schedule listing total business expenses incurred.



If you received a ‘Non-individual PAYG payment summary’ during the year, include the gross amount above and attach your PAYG annual statements to the workbook sleeve.



If you maintained accounting software, please email the database or provide cloud links;

OR

If you have maintained a cashbook and have bank statements in the name of the business please provide:

- Cash book records relating to receipts and expenses;
- Cheque butts, bank deposit slips and business bank statements;
- A listing of people who owe you money at the end of the financial year (trade debtors);
- A listing of people to whom you owe money at the end of the financial year (trade creditors);
- Details regarding capital items (assets) purchased during the year for the business (date of purchase; description; cost);
- Details regarding the cost of stock on hand at the end of the financial year and the method of valuation;
- The number of employees of the business (if applicable);
- If you have purchased or sold a business during the financial year please attach contracts in relation to the original purchase and subsequent sale of the business.



If you have any leases, rental agreements or loan contracts in the name of the business would you please attach these documents as well.

If you carried on business as a unit or share trader show dividend income and imputation or franking credits at item I-11 on page 5.

I – 15 CAPITAL GAINS/ (LOSSES) FROM THE DISPOSAL OF ANY ASSETS



All personal assets and investments acquired on or after 20 September 1985 and subsequently sold may attract a liability for capital gains tax. The following are assets that are generally subject to capital gains tax upon sale:

- Personal use assets such as artwork, jewellery, rare publications, postage stamps, first day covers, coins or medallions or antiques **that cost more than \$500 to buy;**
- Non-listed personal use assets **sold for more than \$10,000** each e.g. lounge suites, boats or sound systems;
- Other assets including shares, real estate, units in a unit trust or managed investment fund, options or rights to acquire shares or units;
- Equipment and plant including trucks and/or goodwill on the sale of a business.

If you have disposed of any assets during the year please complete the following tables:

Listed Personal Use Assets - costing more than \$500

Date purchased	Description	Cost	Date sold	Sale Price
__/__/__		\$	__/__/__	\$
__/__/__		\$	__/__/__	\$

Non-Listed Personal Use Assets - sold for more than \$10,000

Date purchased	Description	Cost	Date sold	Sale Price
__/__/__		\$	__/__/__	\$

Other assets - real estate or other property

Date purchased	Name of share or details of other property (include number of units)	Address of property
__/__/__		

Date sold	Costs (incl. legal fees, and stamp duty)	Selling expenses (brokerage and agents selling commission)	Sale price
__/__/__	\$		\$

Other assets - shares

Date purchased	Description	Cost	Date sold	Sale Price
__/__/__		\$	__/__/__	\$



If you do not have records regarding any dividends reinvested we will require your SRN / HIN.



Please attach settlement statements for Buys and Sells of shares.

I – 16 OTHER INCOME



Examples of other income include:

- Discounts on shares or rights received under an employee share scheme;
- Royalties;
- Forestry managed investment scheme income;
- Bonus amounts distributed from life insurance company and friendly society income bonds;
- Scholarships, bursaries, grants or other educational awards;
- Income as an author of a literary, dramatic, musical or artistic work, inventor, performing artist, production associate or active sportsperson;
- Reimbursement of tax related expenses for deductions which you have previously claimed or intend to claim as a deduction;
- Interest from infrastructure borrowings if you intend to claim a tax offset;
- Jury attendance fees;
- Sharing of economy including income earned from transporting passengers or renting out a room or house;
- Any other amount of income not already shown on your tax return.

If you have received other income please provide the details below:

Type of income	\$ Amount

I – 17 INCOME FROM RENTAL PROPERTY

*Please provide details of all initial repairs, rentals to associates and the number of days the property was used for **private purposes** i.e. holidays.*

No. of days _____



The expenses related to the investment property will be apportioned based on the above information.

Please complete the following for each property (or attach all relevant real estate agent statements, receipts and bank loan statements). If you have more than 1 investment / rental property please copy this page and provide similar details for each property.

Property address _____

Date property became income producing _____/_____/_____

Date property ceased to be income producing (if applicable) _____/_____/_____

Rented from _____/_____/_____ (date) to _____/_____/_____ (date) this financial year.

Was the property rented to a family member or associate Yes No

If you are a joint owner of the property the name(s) of the other owners and their percentage ownership are:

Name	% Owned

I – 17 INCOME FROM RENTAL PROPERTY Continued

Gross rent received		\$ _____	
Property expenses			
Agent's commission	\$ _____	Property letting fees	\$ _____
Bank charges	\$ _____	Repairs & Maintenance (provide all details)	\$ _____
Details of new borrowing costs and refinancing	\$ _____	Strata levies	\$ _____
Council rates	\$ _____	Stamp duty on leased property	\$ _____
Land Tax	\$ _____	Telephone	\$ _____
Interest paid (attach loan statements)	\$ _____	Water rates	\$ _____
Kilometres travelled re property inspections or visits with agents	_____ kms	Other	\$ _____
		_____	\$ _____
		_____	\$ _____
(engine capacity of car _____)		TOTAL	\$ _____

Please provide details of property assets acquired during the year e.g. stoves, carpets, refrigerators etc.

Date Purchased	Description	\$ Cost
_ / _ / _		
_ / _ / _		



If you have acquired the income producing rental property during the year please attach a copy of the solicitor's settlement statement and relevant documents.



Only those expenses incurred while the property was rented or available for rent can be claimed against the rental income. If you have newly acquired the property initial repairs e.g., painting, rewiring, improvements etc. will not be deductible. Please contact our office on **(02) 9380 8300** for more details.

SECTION B – TAX OFFSETS (TO)

TO – 1 SENIORS AND PENSIONERS INCLUDING SELF FUNDED RETIREES



You may be eligible for the Senior Australians Tax Offset if you meet **all** of the following four conditions: -

Condition 1 – Age

On 30 June 2018, you were:

- Aged 65 years or more;

OR

- A veteran or war widower aged 60 years or more.

Condition 2 – Eligibility for Commonwealth age pension and similar payments

- You will satisfy this condition if at any time during the year you were eligible for an Australian Government age pension or for a pension or allowance from the Department of Veterans' Affairs.

Condition 3 – Taxable income threshold



To satisfy the taxable income threshold condition, you must meet the threshold that applies to you and your spouse. The taxable income thresholds are:

Category	Taxable income threshold
Single	Less than \$50,119
Married or de facto	Less than \$83,580 combined
Had to live apart due to illness or one of you was in a nursing home	Less than \$95,198 combined

Condition 4 – Not in prison

- If you were in prison for the whole of the financial year, then you do not qualify for the Senior Australian tax offset.

TO – 2 & 3 SUPERANNUATION CONTRIBUTIONS



Did you make personal contributions to a complying superannuation fund or a retirement savings account (RSA) on behalf of yourself or your 'non-working' or 'low income-earning' spouse, married or de-facto? If so, please provide details below.



You are entitled to a tax offset of up to \$540 per year if:

- The sum of your spouse's assessable income, total reportable fringe benefits amounts and reportable employer superannuation contributions was less than \$13,800;
- The contributions were not deductible to you;
- The contributions were made to a superannuation fund that was a complying superannuation fund for the income year in which you made the contribution;
- Both you and your spouse were Australian residents when the contributions were made; and
- When making the contributions you and your spouse were not living separately and apart on a permanent basis.

TO – 2 & 3 SUPERANNUATION CONTRIBUTIONS Continued

Name of the fund(s) to which you contributed	On whose behalf?	2016/17 Contribution
		\$
		\$



If you were fully or partly self-employed or your employer did not contribute to a superannuation fund on your behalf - *Show personal superannuation contributions at D-10 on page 26.*

TO – 4 ZONE OR OVERSEAS FORCES OFFSET



A zone tax offset applies to people who live in some remote or isolated areas of Australia not including an offshore oil or gas rig or served overseas as a member of Australia’s Defence Force or a United Nations Armed Force.

From 1 July 2015, eligibility for the zone offset is based on your usual place of residence. If your usual place of residence was not in a zone, you are not eligible for the zone tax offset. Certain types of workers are likely to be affected, for example, fly-in-fly-out workers.

If you lived in a zone area for 183 days or more please provide:

Zone area: _____

Period of time spent in that zone area: ____/____/____ to ____/____/____

Norfolk Island

From 1 July 2016, Australia’s Tax and Superannuation laws came into effect for residents of Norfolk Island. Residents of Norfolk Island will have to determine if they are required to lodge an income tax return and pay tax on income they receive from Norfolk Island.

TO – 5 MEDICAL EXPENSES OFFSET



Legislation was introduced to only allow the medical expenses claim in 2017-2018 for taxpayers with out-of-pocket medical expenses relating to disability aids, attendant care or aged care expenses.



The medical expenses must be for:

- You, your spouse (married/de facto);
- Dependent children who are under 21 (including adopted, ex-nuptial or step children);
- Any other dependent children under 16;
- A dependant student under 25;
- A child-housekeeper for whom you are claiming a rebate;
- An invalid relative parent or spouse’s parent for whom you are claiming a rebate.



The amount of net medical expenses tax offset you can claim will now depend on your level of income.

You will only be able to claim an offset of 10% of your net medical expenses over \$5,423 if you have an adjusted taxable income (ATI) above:

- \$90,000 if you are single, or
- \$180,000 if you are a couple or family.

The family threshold will increase by \$1,500 for each dependent child under 21 or full-time student under 25, after the first.



If your ATI is below these income thresholds, you can continue to claim an offset of **20%** of your net medical expenses over **\$2,299**.

TO – 5 MEDICAL EXPENSES OFFSET Continued



Medical expenses can include:

- Disability aids
- Attendant care
- Aged care expenses



Medical expenses do not include contributions to a private health fund or travel inoculation expenses incurred in obtaining medical treatment or ambulance charges and subscriptions.

You **cannot** include the following expenses:

- General medical expenses, doctors' fees etc. (refer 2nd light bulb above);
- Cosmetic operations for which a Medicare benefit is not payable;
- Dental services and treatment which are solely cosmetic;
- Therapeutic treatment where the patient is not formally referred by a doctor; and
- Purchases from a chemist that are not related to an illness or operation such as tablets for pain relief, non-prescribed vitamins or health foods.

If you believe your net expenditure is **greater than \$2,299** you may wish to obtain annual statements from your health insurer and/or Medicare.

If you have incurred medical expenses please complete the following

	Name of Practitioner / Details	Gross	Refunds
Disability Aids		\$	\$
Attendant Care		\$	\$
Aged Care Expenses		\$	\$
Other Medical (please specify)		\$	\$

TO – 6 INVALID AND INVALID CARER OFFSET

If you maintained any of the following persons please provide the details:

INVALID RELATIVE



An invalid relative that is your child, brother or sister and received an invalid pension or has a certificate of permanent invalidity and their Adjusted Taxable Income (ATI) for a full year was less than **\$10,780**.

Name of invalid relative _____

Relationship to you _____

Date of birth _____/_____/_____

Separate income: pensions \$ _____

other income \$ _____

Period maintained _____/_____/_____ to _____/_____/_____

**TO – 6 INVALID AND INVALID CARER OFFSET Continued
YOUR PARENTS, SPOUSE OR DEFACTO SPOUSE'S PARENTS**

Your parent(s) or spouse's parent(s) including parent(s) of a de facto spouse and their **Adjusted Taxable Income (ATI) for the year was less than \$10,780 (per parent).**

If the dependants were resident in Australia for part of the financial year please specify the period in Australia.

Period of residence _____/_____/_____ to _____/_____/_____

Please complete the following:

Name of dependant parent(s)

Separate income: pensions \$ _____

other income \$ _____

Period maintained _____/_____/_____ to _____/_____/_____



You will not be entitled to claim these offsets if your Adjusted Taxable Income for you or you and your spouse exceeds \$100,000.

TO – 7 LANDCARE & WATER FACILITY



Do you have an unused 'Landcare and water facility' tax offset from a previous year that you can use this year?



This question applies only if your income tax liabilities from earlier years have not absorbed all of the excess or unused landcare and water facility tax offset available to you.



The amount of your excess or unused tax offset is shown on your notice of assessment for the year ending 30 June 2018.




Your brought-forward landcare and water facility tax offset must be successively reduced by any unused net exempt income derived in the year the tax offset arose and any subsequent year, provided you had a taxable income in that year. If you have unused net exempt income and you had taxable income this year you must reduce your brought-forward landcare and water facility tax offset by 30 cents for every dollar of unused net exempt income, or by 27.5 cents for every dollar of unused net exempt income if you are a small business entity.


Amount of your unused tax offset shown on your notice of assessment


Unused net exempt income derived in the years since tax offset arose

Net Landcare and water facility tax offset

TO – 8 EARLY STAGE VENTURE CAPITAL LIMITED PARTNERSHIP


 Did you contribute to an early stage venture capital limited partnership (ESVCLP) which became unconditionally registered on or after 7 December 2015?

 If you are an **investor through a partnership or a trust** which is itself a limited partner of an ESVCLP, the partnership or the trust will provide you with details of your entitlement to the offset arising from the partnership's or trust's investment.


 If you are a **limited partner** of the ESVCLP, the amount of the offset you may be able to claim is 10% of the lesser of the following:


- your total contribution to the ESVCLP during the income year (certain exclusions apply), and
- your share (based on your interest in the entire capital of the ESVCLP at the end of the income year) of the sum of eligible venture capital investments made by the ESVCLP during the income year and within two months after the end of the income year.

TO – 9 EARLY STAGE INVESTOR


 Work out the total amount you paid for newly issued shares in all qualifying Early Stage Innovation Companies (ESIC) in 2017-2018.

Additionally, there are requirements to be fulfilled under the Sophisticated Investor Test which will determine the maximum offset that you are eligible to claim as an ESIC Investor.


 The early stage investor tax offset is generally equal to 20% of the total amount you paid to acquire the qualifying shares. However, the maximum offset that an investor and their affiliates are entitled to in an income year is \$200,000. This includes any offsets that are carried forward from prior year's investments.

 Please contact us on **(02) 9380 8300** if you believe you have made share investments in an ESIC during the year 2017-2018.

TO – 10 OTHER NON-REFUNDABLE TAX OFFSETS

 **Tax Offset for Infrastructure Borrowings**

Multiply the amount of interest received from infrastructure borrowings by the corporate tax rate percentage that applies to the entity in question. In most cases the corporate tax rate percentage will be 30%. However, if the entity you derived interest from is a small business entity, that is, an entity with an aggregate annual turnover of less than \$10 million, the corporate tax rate percentage will be 27.5%. If you are unsure of the corporate tax rate percentage of the entity you derived interest from, contact the entity.

 **Tax Offset for income from services performed in the Joint Petroleum Development Area (JPDA) of the Timor Sea.**

Kindly contact us on **(02) 9380 8300** if you have earned income for performing work or services in the Joint Petroleum Development Area (JPDA) as defined in the Timor Sea Treaty.

TO – 11 OTHER REFUNDABLE TAX OFFSETS



Are you the principal beneficiary of a Special disability trust entitled to a tax offset for tax paid by the trustee?

If the trustee of the special disability trust has lodged a tax return and paid tax on the net income of the trust, you are entitled to claim the amount of the tax paid by the trustee as a refundable tax offset.



Did you receive exploration credits?

You may be entitled to a tax offset for exploration credits received during the income year if you were an Australian resident for the whole of the income year. The amount of the tax offset is the total value of exploration credits you received in the income year. However, special rules may apply where you have received exploration credits from a partnership or a trust.

TO – 12 OTHER TAX OFFSETS

Other Tax Offsets that you may be eligible for are as follows:

- Private health insurance
- Low income earner
- Infrastructure borrowings scheme
- Small Business

Details of the above tax offsets can be found on pages 17 & 18.

PRIVATE HEALTH INSURANCE OFFSET



If you have paid private health insurance premiums from 1 July 2017 to 30 June 2018 please provide the following:

Name of health fund: _____ Membership No: _____

Type of cover: Hospital Ancillary (tick appropriate Box(es))

People covered

Spouse name: _____ Taxable income of spouse \$ _____

Number of children covered: _____

Your share of premiums paid **Label J:** \$ _____

Your share of rebate received **Label K:** \$ _____

Benefit code **Label L:** _____

Period of cover: __/__/__ to __/__/__

*If you received your **full entitlement** from your health fund or Medicare you **cannot claim** the rebate in your tax return.*

What should I attach or advise?



- A private health insurance statement;
- The amount of any cash or cheque rebate received from Medicare for your private health insurance.



The private health insurance and the rebate you have received may be subject to adjustment in your tax assessment based on your adjusted taxable income – please refer to the table on page 29.

PRIVATE HEALTH INSURANCE OFFSET Continued



Medicare levy surcharge

If you do not have private health insurance and your taxable income is greater than \$90,000 for an individual or \$180,000 for a family combined, you may be subject to an additional Medicare levy surcharge of between 1% to 1.5%. Refer to **M-2** on page 29.

LOW INCOME EARNERS



If your taxable income is lower than **\$66,667** you will be entitled to the low-income tax offset. The maximum tax offset is **\$445** and is received if your taxable income is less than **\$37,000**.

INFRASTRUCTURE BORROWINGS SCHEME



You may be entitled to a tax offset of 30% if you elected to have interest derived from your investment in infrastructure borrowings included as part of your assessable income.

If you derived interest income from infrastructure borrowings provide the following details:

- Interest received for the financial year \$ _____
- Name of Infrastructure fund _____
- Amount invested \$ _____
- Date invested _____/_____/_____

SMALL BUSINESS INCOME TAX OFFSET

From 2015 an individual is entitled to a tax offset on the tax payable on the portion of their income that is from:

- Net small business income from sole trading activities;
- Share of net small business income from a partnership or trust; and
- Other amounts received because the individual is a partner or beneficiary in a small business entity, such as farm management repayments.

The income tax offset can reduce the tax payable that relates to the individual’s small business income by 8% up to \$1,000 each year.

The ATO will work out the offset based on the total net small business income reported in your income tax return.

SECTION C – DEDUCTIONS (D)

DEDUCTIONS



For the 2018 income tax year, the Australian Taxation Office requires all taxpayers who claim work related expenses to provide a narration of the type of written evidence and/or other records which were kept in order to support each work-related expense.

If your total claims (excluding work related motor vehicle expenses) exceed \$300, you must keep written evidence to prove the total amount not just the amount over \$300. The \$300 limit does not include claims for car, meal allowance, award transport allowance and travel allowance expenses. You must have written evidence to prove your claims for these expenses.

Written evidence can be:

- A document from the supplier of the goods or services;
- Your Payment summary - for example, it may show your total union fees;
- Evidence you have recorded yourself (i.e., diary entries) for small expenses of less than \$10 (up to a total of \$200 per year) each or for expenses that the Australian Taxation Office considers are too hard to substantiate (for example, bridge and tollway tolls, parking meters).

D – 1 CAR EXPENSES



The cost of normal trips between home and work cannot be claimed as the expense is of a private nature. This is so even if you do minor tasks - for example, picking up the mail on the way to work or home. You cannot claim a deduction even if you have to travel between home and work more than once a day.

If you use your car because you have to carry bulky tools or equipment - for example, extension ladder, cello - that you cannot leave at work, you can claim the cost of transporting the tools or equipment in your car between home and work.

You can also claim a deduction for the cost of trips undertaken between home and work where:

- Your home is a base of employment - you start your work at home and travel to a workplace to continue the work; or
- You have shifting places of employment - you regularly work at more than one site each day before returning home; or
- You travel between 2 or more places of employment.



METHODS OF CLAIMING:

There are 2 methods for claiming work related motor vehicle deductions. Choose the method that provides you with the highest claim but please note the records required under each method.

If you sold a car during the year that you had previously claimed in your tax return (under any of the methods), please provide the date of sale and consideration received.

Date sold ____/____/____

Consideration received \$ _____

1. CENTS PER KILOMETRE METHOD

Even though you travelled more than 5,000 business kilometres you can claim the maximum 5,000 kms under this method or alternatively choose another method, (however, the excess over 5,000 kms will be lost). A log book is not required, however, a reasonable estimate of the kms travelled must be kept.

Please note that this 5,000 kms excludes kms travelled to visit your tax agent.

D – 1 CAR EXPENSES Continued

Type of car	Engine capacity of car	Total kilometres travelled for business/work	Method of calculating distance travelled

2. LOG BOOK METHOD

You can claim as an **actual business/work expense** a proportionate amount of the total expenditure incurred on your car as follows:

Records you must keep:

- A log book recording the actual distance travelled for business purposes (please record the **purpose** / details of trip) for a continuous period of at least 12 weeks in the first year of the claim, or when the percentage of business use increases or falls by more than 10% in any subsequent period, or after the expiration of 5 years from initial preparation;
- Odometer readings; at the beginning and end of the financial year. Receipts for all expenses except petrol and oil (although recommended to be kept), should be kept.

From your log book add up the distance travelled for		Kms	
Work/business		_____	
Your odometer reading at 1 July 2017		_____	
Your odometer reading at 30 June 2018		_____	
Fuel	\$ _____	Repairs and maintenance	\$ _____
Registration	\$ _____	Depreciation (if unsure leave blank)	\$ _____
Insurance	\$ _____	Any other expenses	\$ _____
		\$ _____
Interest or leasing charges	\$ _____	\$ _____
		\$ _____
		\$ _____
Total car expenses (incl GST)			\$ _____

Description of motor vehicle _____

Cost of motor vehicle \$ _____

Date of purchase ___/___/___

D – 1 CAR EXPENSES Continued

If you have provided motor vehicle expenses at Item 2 please complete the following:

How did you calculate fuel cost?

What other information do you have to substantiate motor vehicle expenses?
i.e. bank statements, receipts, diary notes, please specify.

D – 2 TRAVEL EXPENSES

? Did you incur any travel expenses - relating to your work as an employee - between one place of work and another?

If yes, complete the table below:

Expense type	Amount	Narrative – type of written evidence and/or other records kept
Air fares	\$ _____	_____
Bus fares	\$ _____	_____
Train fares	\$ _____	_____
Taxi fares	\$ _____	_____
Car hire fees	\$ _____	_____
Parking, bridge & road tolls	\$ _____	_____
Meals	\$ _____	_____
Accommodation and incidentals	\$ _____	_____
Other (please specify)		
_____	\$ _____	_____
_____	\$ _____	_____

? Travel diary required?

For travel of five nights or more you need to keep a travel diary which specifies dates, places, times and duration of the activities and travel. You must also provide details of the nature of the business activities undertaken, for example meetings, conference attendance etc.

D – 3 WORK RELATED UNIFORM, OCCUPATION SPECIFIC OR PROTECTIVE CLOTHING

i You can claim the cost of buying, renting, repairing and cleaning uniforms/protective clothing if they fall within any of the following categories:

D – 3 WORK RELATED UNIFORM, OCCUPATION SPECIFIC OR PROTECTIVE CLOTHING Continued

(i) Occupation specific clothing

Occupation specific clothing is unconventional clothing that distinctively identifies a person as a member of a specific profession, trade, vocation, occupation or calling (e.g. nurse’s traditional uniform or chef’s chequered pants).

(ii) Protective clothing

Protective clothing is clothing specifically designed to protect: (1) the taxpayer from personal work injury (e.g. steel cap boots, safety helmets, or fire resistant clothing); or (2) the taxpayer's conventional clothing from the hazards of their work environment (e.g. overalls or aprons).

(iii) Compulsory work uniform

A compulsory uniform is one where your employer has a strict policy that requires you to wear the uniform whilst at work. For the clothing to be specific to that employer it cannot be worn by the general public e.g. a jumper with a permanent company logo, shoes, stockings and socks where they are an essential part of a distinctive compulsory uniform and the colour, style and type are specified in the employer’s policy.

(iv) Non-compulsory work uniform

To claim the cost of a non-compulsory work uniform the design of the uniform must have been registered with AusIndustry. Your employer can advise whether this is the case.

If you have incurred expenses on work related clothing please provide the details below:

Expense type	Amount	Narrative – type of written evidence and/or other records kept
Uniform	\$ _____	_____
Safety boots	\$ _____	_____
Protective clothing (overalls, dust jacket, aprons)	\$ _____	_____
Other (including dry cleaning - refer below)		

_____	\$ _____	_____
	\$ _____	_____

Laundry expense claims



If you have incurred laundry expenses on eligible clothing you may be able to claim up to \$150 without written evidence. However, you **will** need to make a reasonable estimate rather than a standard claim of \$150.

The Australian Taxation Office (ATO) considers that a reasonable basis for working out your laundry claim would be as follows:

- \$1 per load – this includes washing, drying and ironing – if the load is made up only of those clothes for which you are claiming as part of your uniform; or
- 50 cents per load if other private use laundry items are included

D – 3 WORK RELATED UNIFORM, OCCUPATION SPECIFIC OR PROTECTIVE CLOTHING Continued

Sun Protection Products

If you are required to work in the sun and have purchased sunscreen lotion, hats or sunglasses, you may be able to claim a tax deduction. For the 2018 year you will need to substantiate your claims as usual.

D – 4 WORK RELATED SELF-EDUCATION EXPENSES



If you have incurred self-education expenses in excess of \$250 and there is a direct connection between the course of self-education and your income earning activities you will be able to claim the cost of self-education.

If you have incurred costs for attendance at seminars, conferences or education workshops that are connected to your work activities - *Show at D-5 page 24.*

Nature of course _____		
College or university _____		
How does it relate to your work? _____		
e.g. improved income potential in current work, direct connection to work skills, other direct connection.		
Narrative – type of written evidence and/or other records kept		
Expense type	Amount	
Course Fees	\$ _____	_____
Textbooks	\$ _____	_____
Stationery	\$ _____	_____
Union Fees	\$ _____	_____
Travel (\$ or kms)	\$ _____	_____
Other _____	\$ _____	_____
_____	\$ _____	_____



Travel expenses can only be claimed between home and the place of education and/or from your work place to the place of education and back to work.

Other expenses that qualify in determining the net claim for self-education include:

- The cost of childcare fees paid whilst you were studying or attending a place of education;
- The capital cost of computers, filing cabinets, desks etc. (excluding depreciation); and
- Other non-deductible travel from the place of education

D – 4 WORK RELATED SELF-EDUCATION EXPENSES Continued

If you have incurred any non-deductible self-education expenditure between 1 July 2017 and 30 June 2018 please list them below:

Description	Amount
_____	\$ _____
_____	\$ _____



Deductions cannot be claimed against government assistance payments like youth allowance, Austudy and ABSTUDY. This includes deductions for self-education expenses.

D – 5 OTHER WORK RELATED EXPENSES



Other work related deductions include the following, but these are not exhaustive.
Please complete the box below:

Expense type	Amount	Narrative – type of written evidence and/or other records kept
Union fees	\$ _____	_____
Trade association fees	\$ _____	_____
Overtime meal costs	\$ _____	_____
Printing and stationery	\$ _____	_____
Reference books, technical journals and magazines	\$ _____	_____
Tools and equipment	\$ _____	_____
Sickness and accident insurance (only replacement of income policies)	\$ _____	_____
Seminars, conferences or educational workshops	\$ _____	_____
Telephone and internet charges (business related)	\$ _____	_____
Computer & software purchases (please provide details)	\$ _____	_____
Other	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____



Have you kept a one month time log which records the date, nature of use, business and private hours for computer, cameras, used for both business and private use?

How do the above costs relate to your employment?

D – 6 INTEREST AND DIVIDEND DEDUCTIONS



You may claim the following expenses as deductions against interest or dividend income:

- Account keeping fees or management fees;
 - Debits tax;
 - Interest charged on money borrowed to purchase shares or if you have a 'listed investment company (LIC) capital gain amount' included in a dividend received from a LIC.
 - Financial advisor fees (other than the initial financial plan which is not deductible); and
 - Costs relating to managing your investments, such as travel and buying specialist investment journals or subscriptions.

The deduction must be directly related to earning interest or dividend income.

If you have incurred the expenses against such income please complete the following:

Paid to / charged by	Details	Amount
		\$
		\$

D – 7 GIFTS OR DONATIONS

Donations can only be claimed if you have a receipt which indicates that the donation is tax deductible. For example, payments made to a school building fund or eligible organisations/ deductible gift recipients.

If you made any donations of \$2 or more during the year, please list them below:

Name of organisation	Amount
	\$
	\$

D – 8 COST OF MANAGING TAX AFFAIRS



If you used the services of a tax agent in the management of your taxation affairs or finances, travel to obtain tax advice including costs of dealing with us as your tax agents and interest charged by the ATO. *Please complete the following:*

Paid to	Amount
Tax agent fees	\$
Financial advisor fees (ongoing advice fees, not initial financial plan costs)	\$
Interest paid to the ATO	\$
Travel to your tax agent, postage and other costs	\$

D – 9 UNDEDUCTED PURCHASE PRICE



If you showed income from an Australian pension or annuity at I-7 on page 3 that pension or annuity may have an un-deducted purchase price. This amount will be shown on the statement which accompanied the Payment summary or statement of income.



If you have attached the information at I-7 on page 3 you need do nothing further at this item.

D – 10 NON - EMPLOYER SPONSORED SUPERANNUATION CONTRIBUTIONS (deduction)



You may claim a deduction for personal superannuation contributions if you satisfy any of the following:

- You were fully self-employed during the financial year;
- You were partly self-employed but none of the people who you worked for were required to provide superannuation support;
- You were partly self-employed but your income from the people who provided your superannuation support was less than 10% of your total assessable income, reportable employer superannuation contributions and your total reportable fringe benefits amounts (income and reportable benefits before deductions);
- You were employed but your employer did not provide any superannuation support because your earnings were less than \$450 per month.

If you satisfy the above conditions and you have written to your fund to advise them of the amount you intend to claim as a tax deduction please complete the following:

Name of fund	Contribution for who?	Policy number	Contribution
			\$ _____

D – 11 OTHER DEDUCTIONS



Did you have any other expenses that you have not been able to claim as deductions elsewhere in the workbook.

They could include the following:

Deduction	Amount	Comments
Election expenses (cannot exceed \$1,000)	\$ _____	_____
Income protection insurance premiums	\$ _____	_____
Foreign exchange losses	\$ _____	_____
Debt deductions incurred in earning assessable Australian and overseas income	\$ _____	_____
Amounts you can deduct over 5 years for certain business-related capital expenditure not claimed before you stopped carrying on a business	\$ _____	_____
A deduction for a net personal services income loss of a personal service entity that related to your personal services income	\$ _____	_____
Losses incurred on the disposal of a company bond or convertible note	\$ _____	_____
Interest incurred on money borrowed to invest under the infrastructure borrowings scheme if you intend to claim a tax offset at TO – 12 on page 18	\$ _____	_____
Self-education expenses incurred in satisfying the study requirements of a bond scholarship.	\$ _____	_____

Section D – OTHER INCOME, EXPENSES, OFFSETS (O)

O – 1 NET FARM MANAGEMENT DEPOSITS OR WITHDRAWALS



Are you a primary producer who has made a deposit into, or has withdrawn funds from the Farm Management Deposits Scheme during 2016-17?



If yes, please attach your statement of account for the income equalisation scheme and complete the following details:

Total income from withdrawals	\$ _____
Total deductions from deposits	\$ _____
Tax withheld on withdrawals	\$ _____

O – 2 FOREIGN SOURCE INCOME AND FOREIGN ASSETS OR PROPERTY

If you are an Australian resident who:

- Has an interest in a foreign company or trust; or
- At any time has transferred property or services to a trust which, at any time during the year of income, was a non-resident trust; or
- Received a distribution from a partnership or trust which includes attributed foreign income?
- Received foreign source income and income from foreign assets or property, including foreign source pension or annuity;
- Received any other foreign income including interest, dividends, royalties or rent (even if it is held overseas for you);
- Received income from foreign employment, a foreign pension or annuity or income from a foreign superannuation fund.

Please give brief details of the income received from foreign companies, partnerships or trusts below and we will contact you for further details if required.

--	--

Please complete the following information if you have earned any income from sources outside Australia.

Details	Period of employment	Amount
Foreign employment income	__/__/__ to __/__/__	\$
Foreign pension and annuity income	__/__/__ to __/__/__	\$
Other - such as interest, dividends, rent or business income	__/__/__ to __/__/__	\$




Please attach Payment summaries of foreign salary or pension income. If you were required to lodge a foreign income tax return, please provide a copy.

O – 3 LOSSES NOT RECOUPED IN PRIOR YEARS

Please list all carried forward losses which have not been recouped in prior years and which have their source in Australia. Include non-commercial losses incurred in previous years.

Source of losses	Year loss was incurred	Amount
		\$ _____
		\$ _____

O – 4 HELP (HIGHER EDUCATION LOAN PAYMENT)

 This question will only apply to you if you were enrolled in a **University**, a **College of Advanced Education** or an **Institute of Tertiary Education**, after 1st January 1989 and chose the deferred payment option.

If I prepared your income tax return for the year ended 30 June 2017 I will have a record of your HELP debt to 31 December 2017.

Please advise of any additional HELP debt incurred for the year (01/07/17 - 30/06/18)

\$

Please subtract any voluntary payments of \$500 or more made by you to the Taxation Office between 1 July 2017 and 30 June 2018

\$

Please advise your HELP debt balance as at 30/06/2018

\$

O – 5 PRO RATA TAX FREE INCOME

Please complete the following if during 2017 – 2018:

- | | Date of occurrence |
|---|--------------------|
| (a) You stopped full time education for the first time | ___/___/___ |
| (b) You became a resident of Australia | ___/___/___ |
| (c) You stopped being a resident of Australia | ___/___/___ |
| (d) Income earned from personal exertion up to the date of stopping full time education | \$ _____ |

O – 6 EARLY PAYMENT INTEREST

 Did you receive any interest from the Australian Taxation Office for early payment of income tax?

If yes, please specify the amount \$ _____



Would you also attach the correspondence from the Taxation Office specifying the nature and amount of the interest.

SECTION E – MEDICARE (M)

M – 1 MEDICARE LEVY REDUCTION OR EXEMPTION



You may be eligible for exemption and/or a reduction in the Medicare levy if you satisfy certain conditions.

Please answer the following questions:

- Are you a defence force member or a repatriation beneficiary entitled to full free medical treatment for all conditions? Yes No
- Are you a health card holder where income was not taken into account in determining eligibility for the card? Yes No
- Are you a non-resident of Australia, or a person otherwise not entitled to Medicare benefits? Yes No
- What is the 2016/17 taxable income of your spouse? \$ _____
- Please show the number of dependant students and children here? _____

M – 2 MEDICARE LEVY SURCHARGE



From 1 July 2012, the Medicare levy surcharge is income tested against the following income tier thresholds:

Income thresholds – 1 July 2017 to 30 June 2018

	Unchanged	Tier 1	Tier 2	Tier 3
Singles	\$90,000 or less	\$90,001- 105,000	\$105,001- 140,000	\$140,001 or more
Families*	\$180,000 or less	\$180,001-210,000	\$210,001-280,000	\$280,001 or more
Rates	0.0%	1.0%	1.25%	1.5%



The family income threshold is increased by \$1,500 for each Medicare levy surcharge dependent child after the first child.

If you have taken out private health insurance for any part of the financial year please refer to **TO-12** on page 17.