STERLING ACCOUNTANTS & BUSINESS CONSULTANTS

WHAT WE NEED TO COMPLETE YOUR 2009 INCOME TAX RETURN

In order to complete your Income Tax Return in a timely manner please complete "in full" the following fact sheet.

	Information we will require:	✓
1	2009 PAYG Summary Statements(Group Certificates) Pension Statements, Centrelink Statement, ETP's, CDEP, Government Allowance Statements etc	
2	Interest received on all your bank accounts. Ask the bank to give you a printout interest for the financial year for all accounts. Please ensure that the passbooks are updated to 30 June 2009.	
3	Dividends received from companies you have shares in, including dividend re-investment plans. Please include all the dividend advice slips from 1 July 2008 onwards, or a Report from your Advisor?	
4	**Receipts** for deductions related to income earning activities.	
5	If you have a rental property we will need copies of the statements from the agent from 1 July 2008 to 30 June 2009, loan statements, council and water rates notices, insurance paid repairs and any other expenses relating to the property.	
6	If you have sold any shares or rental properties during the year, please attach the purchase and sale documents.	
7	If you have private health insurance we will need the annual summary sheet from the insurance fund.	

Subject to the timely receipt of your records we anticipate a turn around period from receipt of **all** your information to completion of approximately 3-4 weeks.

Yours sincerely

Dominic Papaluca **Steve Wai** **Nathan Hood**

DATABASE UPDATE:

To help us maintain our database please advise us of the following current details:

Your Name:			
Date of Birth:		*TFN:*	
Spouse Name:			
Date of Birth		*TFN:*	
Postal Address:			
Home Number:			
Mobile Number:			
E-Mail Address:			

DEPENDANTS

Dependants Name	*Date of Birth*	*TFN (if applicable)*

INVESTMENT INCOME:

INTEREST RECEIVED:

Please list all Accounts and Interest for the period 1st July 2008 to 30th June 2009. The Bank can supply you with a printout of all interest received on your accounts.

ACCOUNT NAME	BANK	A/C NUMBER	$

MANAGED FUNDS:

Please supply all end of year tax summary statements (usually received in October)

ACCOUNT NAME	FUND NAME	A/C NUMBER	✓

DIVIDENDS RECEIVED: (Please include your own list if more space is required)
Please supply all Dividend advice slips, INCLUDING DIVIDEND REINVESTMENT PLANS.

COMPANY	OWNER	NO. HELD	UNFRANKED	FRANKED	IMPUTATION

RENTAL PROPERTY:

Are you renting out a property? **Yes/ No**
Do you have a property Agent? **Yes/No**
(If you are renting through an agent, please provide us with the agent statements)

	1	2	3
Address:			
Owner:			
RENTAL INCOME			
Rental Income	$	$	$
RENTAL EXPENSES			
Bank Charges	$	$	$
Inspection fees	$	$	$
Postage	$	$	$
Rates	$	$	$
Water	$	$	$
Electricity	$	$	$
Repairs and Maintenance	$	$	$
Land Tax	$	$	$
Management Fees	$	$	$
Interest	$	$	$
Strata Fees	$	$	$
Telephone	$	$	$
Gas	$	$	$
	$	$	$
	$	$	$
	$	$	$

AMOUNTS PAID ON:

INCOME PROTECTION INSURANCE FOR ACCIDENT/SICKNESS – DID YOU PAY THIS THROUGH THE BUSINESS….YES / NO

NAME OF POLICY HOLDER	INSURANCE COMPANY	POLICY No	TOTAL PAID (FROM 01/07/08 TO 30/06/09)
			$
			$
			$
			$

PRIVATE HEALTH INSURANCE

Did you have private health insurance in the 2008/09 year? **Yes / No** (circle)
If so, complete the table below and include the statement sheet from your insurance company.

NAME OF FUND	MEMBERSHIP NUMBER	TYPE OF COVER - HOSP/ANC or BOTH	FAMILY MEMBERS INSURED
			1
			2
			3

DONATIONS: (Attach your own list if more room is required)

Do you have any receipts for Donations given to tax deductible organisations between 1/7/08 and 30/6/09, which would not be shown in your business bank accounts?

DATE	NAME OF ORGANISATION	AMOUNT OF DONATION

QUESTIONS:

- Are you interested in developing a Share/Managed Fund portfolio? **Yes/No**
- Would you like an obligation free meeting with our financial planning partner? **Yes/No**

PLEASE REFER BACK TO THE FRONT COVER TO ENSURE YOU HAVE COMPLETED AND ATTACHED ALL REQUIRED INFORMATION.

PLEASE RETURN TO : STERLING ACCOUNTANTS & BUSINESS CONSULTANTS
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