

INCOME TAX DETAILS

Year Ended 30 June 2023

This document has been designed to assist you with your annual Income Tax Return preparation.

- This page has been pre-populated based on information we have on our records.
(If any of this information is incomplete or incorrect, please mark accordingly)
- Please complete the attached pages.



Full Name _____

Date of Birth _____ **Tax File Number** _____

Street Address

Telephone (main) _____ (mobile) _____

Email _____

Occupation _____

Industry _____

➤ Tax Refund

Please check the bank account details we have on record below and advise us of any changes, or provide your bank details if none are listed.

Account Name _____

BSB _____ Account Number _____

➤ Spouse

Spouse Name _____

Date of Birth _____ Tax File Number _____

Taxable Income \$ _____ Occupation _____

Please provide this information if we *do not* prepare his/her tax return.

➤ Children

Number of Dependent Children _____

Kennas Year End Checklist

Tel: 07 4924 9100
 Fax: 07 4922 2374
 Email: kennas@kennas.com

| INDIVIDUALS Income | Yes/ No | Attachment | Comments |
|---|--------------------|-------------------|-----------------|
| Salary and Wages Did you receive any salaries or wages from an employer? Attach copies of PAYG Payment Summaries | | | |
| Income from other sources (Business income please refer to Business Schedule) Including Government Pensions, Government Assistance, Superannuation Pensions etc Provide details and amount | | | |
| Bank Interest (Business accounts please refer to Business Schedule) Did you earn interest on any personal bank accounts during the year? Provide a summary of interest received indicating if accounts are jointly owned | | | |
| Bank Loans Did you have any bank loans in existence during the year which were for investment purposes? Please attach copies of bank statements | | | |
| Distributions from Trusts / Partnerships / Managed Funds Did you receive any income from trusts or partnerships or managed funds during the year? Please provide Annual Tax Statements or notifications of Trust/Partnership distributions | | | |
| Dividends received Did you receive any dividend income during the year? Please provide copies of any dividend advice slips | | | |
| Foreign Income Did you receive any income from foreign sources during the year? Please attach full details | | | |
| Capital Gains (Have you sold/ gifted/ disposed of any property, shares, other investments) Please attach full details | | | |
| Rental Properties Did you receive any rental income from property during the year? Please complete the attached Rental Property Schedule or request a schedule from your Kennas accountant | | | |
| Property Acquisitions Have you purchased or sold property during the year? Please attach copies of all documentation including contract, settlement letter, apportionment if any and details of any borrowings | | | |

| INDIVIDUALS Other | Yes/ No | Attachment | Comments |
|--|--------------------|-------------------|-----------------|
| Zone Did you live/work in a remote or isolated area of Australia during the year? Please provide details of area and period of time | | | |
| Dependent Spouse Did you have a dependant spouse during the year? If not full year, indicate period | | | |
| Superannuation Contributions for Spouse Did you make a Superannuation contribution on behalf of your spouse? If so how much? | | | |
| Private Health Insurance Do you have Private Health Insurance? Please provide health fund Annual Statement | | | |

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| INDIVIDUALS (Cont'd) Deductions (do not include any expenses paid by Salary Sacrifice) | Yes/ No | Attachment | Comments |
|--|------------|------------|----------|
| Accounting / Taxation fees If you used another tax agent, please provide a copy of the invoice or a summary with agents name and amount | | | |
| Motor Vehicle Travel (travel between places of employment) Please provide the following details:- Km's travelled Vehicle Engine capacity Reg No Based on: Log book <input type="checkbox"/> Diary <input type="checkbox"/> Other <input type="checkbox"/> (please supply relevant details) | | | |
| Medical Expenses Do you have net medical expenses exceeding \$2,120? Note: Chemist prescriptions are also an eligible expense Please forward a summary of your gross medical expenses and Medicare / health fund reimbursements | | | |
| Employment Related Expenses (e.g. tools, uniforms, protective clothing/sun protection, Union fees, home office costs, travel expenses, self-education, membership etc.) If yes provide receipts or a summary with a description of expenses and amount | | | |
| Personal Sickness / Accident Insurance / Income Protection Insurance Have you paid premiums for these insurances? Please provide the Taxation Record for each policy | | | |
| Personal Superannuation Contributions Did you make a contribution to a Superannuation fund for yourself? Please provide the acknowledgment letter from the super fund if you are claiming a tax deduction) | | | |
| Investment Related Expenses (Include Margin Loan Interest, Financial Planning Advice etc.) Please provide a summary with a description of the expenses and the amount or copies of statements/ invoices | | | |
| Donations If yes, provide a summary with a description and amount(s) or copies of receipts | | | |
| Do you have any outstanding HELP / SFSS Debt? Please provide your Schedules from the Tax Office | | | |

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| BUSINESS (Only complete if you are operating a business) | Yes/ No | Attachment | Comments |
|--|--------------------|-------------------|-----------------|
| Cashbook Have you recorded your business data using a cashbook? if yes, provide your reconciled manual cashbook or a backup of your electronic accounting file | | | |
| Debtors (Customers who owe you money) Did any of your customers owe you money at 30 th June? Provide details & amount | | | |
| Bankings Did you have any takings on hand, but not banked at 30 th June? Provide details & amount | | | |
| Lay-buys Have you received any cash takings on lay-buys existing at 30 th June? Provide details & amount | | | |
| Creditors Did you have suppliers you owed money at 30 th June? Provide details & amount | | | |
| Scrapped Assets Did you scrap any depreciable items during the year? Provide item details (including item asset no from depreciation schedule) and date scrapped | | | |
| Assets Purchased, Sold or Traded in Did you purchase, sell or trade in any depreciable items during the year? Provide item details, date purchased, sold or traded in & sales price | | | |
| Assets Ready for Use Were all assets purchased, ready for use by 30 th June If not, please provide details | | | |
| Stock on Hand (Primary producers, refer question below) Did you conduct a stocktake at 30 th June Attach a list showing total Stock on Hand, excluding GST | | | |
| Primary Production Stock Did you have primary production stock at 30 th June? Complete the attached trading stock schedule and provide details of any grain or wool on hand at 30 th June | | | |
| Wages Did you pay wages to employees during the year? Attach a copy of the yearly wages reconciliation from your PAYG Payment Summaries | | | |
| Bank Interest Did you pay receive any interest on business bank accounts during the year? Please attach copies of bank statements | | | |
| Bank Loans Did you have any business bank loans in existence during the year? Please attach copies of bank statements | | | |
| New Loans or Leases Have you taken out any new loans or leases during the year? Please attach copies loan documentation or lease agreements | | | |

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| BUSINESS (Only complete if you are operating a business) | Yes/ No | Attachment | Comments |
|--|--------------------|-------------------|-----------------|
| Motor Vehicle Do you use a car in your business? Please provide:- Please provide the following details:- Km's travelled Vehicle Engine capacity Reg No If you have kept a logbook in the last year, please provide a copy. Note: logbooks must be maintained every 5 years if using the log book method. | | | |
| Property/ Business Acquisitions Have you purchased or sold property or a business during the year? Please attach copies of all documentation including contract, settlement letter, apportionment if any and details of any borrowings | | | |
| Disaster Relief Payment Have you receive a disaster relief payment during the year? Provide details and amounts | | | |
| Farm Management Deposit Have you deposited or withdrawn monies from a Farm Management Deposit during the year? Please attach copies of statements | | | |