Phillipsons
Accounting|Financial Planning

Tax preparation application

Are you an existing client? ☐ Yes ☐ No

Full name: ....

Contact phone number (Home): .... (Work): ....

(Mobile): .... Email: ....

I/We may be contacted (cross out days not suitable): Mon / Tue / Wed / Thu / Fri

Preferred method of contact: ☐ Home ☐ Work ☐ Mobile ☐ Email

Bank account details: BSB: .... A/c no: ....
(see below)

NEW CLIENTS: Please complete below.
EXISTING CLIENTS: Complete below ONLY if your details have changed.

Address: ....

....

Tax file no (refer to last year's Notice of assessment)**:** ....

Occupation: .... **Date of birth:** ..../.............../.............

Husband/Wife name: .... **Date of birth:** ..../.............../.............

- Please provide your BSB and account number details, so that any refund due to you can be deposited into your bank account.
- When we receive the above information, a member of our accounting team will contact you to either arrange a face-to-face meeting or, if you are mailing in all your details and required attachments, to check specific details over the phone or via email, to ensure that your return is completed efficiently and promptly.
- If you are using the option of mailing in your details and documents, your tax return will be forwarded to you for signature, with an estimate of your tax refund or the amount payable. All signed documentation needs to be returned to our office for lodgement with the Australian Taxation Office (ATO) and assessment.
- As we have been authorised by the ATO to lodge returns electronically, your refund should be sent out within 14 days of lodgement.

Don't forget to attach your PAYG statement to this form.

Please complete this form and return it using one of the options over the page.

Business taxation checklist

In order to facilitate the timely completion of your tax return, we ask that details of the following items be provided for the financial year:

Tick (✓) if applicable

Mandatory items

- [ ] Computer bookkeeping (back up copy of your records on disk) and bank statements and bank reconciliations showing the balance as at 30/6/15.

OR

- [ ] Cash books with descriptions of all income and expenses and all bank statements for the full financial year.
- [ ] Detailed list of creditors (amounts owed).
- [ ] Detailed list of debtors (amounts owed to you).
- [ ] PAYG summaries and annual reconciliation. **PLEASE ATTACH**
- [ ] Interest received from bank and term deposit accounts. **PLEASE ATTACH BANK STATEMENTS**
- [ ] Dividends received. Include details of franked dividends, imputation credits and re-invested dividends. **PLEASE ATTACH DIVIDEND STATEMENTS**
- [ ] Cheque and receipt books.

Tick (✓) if applicable

Other items

- [ ] Loan statements.
- [ ] Documentation of any new loans showing: amount borrowed, date, term of loan, repayment amounts and number of repayments.
- [ ] Details of shares sold, including: purchase date, costs of acquisition and dividend reinvestment amounts.
- [ ] Details of land sold or purchased, including: purchase date, costs of acquisition and major improvements.
- [ ] Details of plant & equipment sold or purchased, including: purchase date, costs of acquisition and major improvements.
- [ ] Motor vehicle expenses - kms travelled or actual expenses if a log book has been kept.
- [ ] List of expenses paid by cash or from non-business accounts.

Remember, if you have ticked any of the boxes on this page, please provide the relevant information.

Please complete this form and return it using one of these options:

Bring it to your appointment or deliver to:
Phillipsons Accounting Services Pty Ltd
388 Raymond Street
Sale

Post:
Phillipsons Accounting Services Pty Ltd
PO Box 859
Sale Vic. 3853

Website:
Login to upload your information at the secure **Business Centre** area on our website at: www.phillipsons.com.au