



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

This checklist is for new and existing clients who require their tax returns to be prepared.

**\*\* New Clients can you please provide copies of previous tax returns other attachments/schedules\*\***

Please fill in the relevant information where applicable and have it ready when preparing your tax return

**\*\* Please Note – every taxpayers circumstances is different so fill in the relevant information applicable to specific occupation/business activity \*\***

You can post it to me together with all your relevant tax records or you can scan it as a PDF document and emailed to the following address;

Relevant tax worksheets can be provided by me or can be found my website and downloaded

**This worksheet can pass on to other taxpayers who require their tax returns done**

### **Taxpayers Details;**

Full Name of Taxpayer (exact name as it appears on ATO correspondences):

Tax File Number:

Date of Birth:

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### Taxpayers Details:

Postal Address:		
State:	Postcode:	

Home Address: (if same as Postal write “as above”)		
State:	Postcode:	

Email Address:
----------------

Date of Birth:
----------------

Contact Number:
-----------------

Occupation:
-------------

Business Activity Description:
--------------------------------

Marital Status (please circle):	Single	Married	De-facto
Other			

**\*\*If married/de-facto please advise if your partner requires lodging a tax return to fill out this form as well\*\***

**\*\* Note: please fill in the above box and your partners' taxable income below to determine if you and partner exceed Medicare Levy Surcharge Threshold which is calculated at rate of 1% of your taxable income\*\***

**For Singles:** annual taxable income greater than \$77,000

**For Couples:** annual taxable income greater than \$154,000

<b>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</b>
---



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **Spouse Details;**

Name of Spouse/Defacto:
Tax File Number:
Date of Birth:
Taxable Income \$

### **Family Details;**

Dependant Children	Date of Birth	Under 18 years Yes or No

**\*\*Please fill in the above box provide me with number of children who attended either and/or primary/secondary school and the total amount payable of eligible education expenses for each child You must have been in receipt of Family Part A please contact Family Office Assistance for your eligibility Education Refund Tax Offset\*\***

### **Private Health Cover Details;**

Private Health Insurance	Yes / No	( if Yes please fill in following details)
<b><u>If NO you and/or your partner may be liable for Medicare Levy Surcharge Threshold which is calculated at rate of 1% of your taxable income**</u></b>		
<b>For Singles:</b> annual taxable income greater than \$77,000		
<b>For Couples:</b> annual taxable income greater than \$154,000		

<b>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</b>
---



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **Private Health Cover Details;**

Name of Health Fund:

Membership Number of Fund:

Type of cover: (Please circle where applicable):

- H – Hospital
- C – Combination
- A – Ancillary

Numbers of days covered as per statement:

**If not sure what to fill in you can provide me with copy of the statement**

**\*\*Please note if you were NOT covered for the full 365 days and your taxable income exceeds the threshold you will be liable for the levy on a proportionate basis on the days NOT covered**

**Electronic Funds Transfer (EFT); Your Tax Refund can be directly credited to your nominated bank account please fill in the details below**

BSB Number:

Account Number:

Account Name (exact name as it appears on Bank Statements correspondences):

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **INCOME**

#### **SALARIES/WAGES – AUSTRALIAN SOURCES** (including ETP payments)

Employer Name	ABN	Tax Withheld \$	Gross Income \$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**I need a copy of your PAYG Payment Summary statement of income including ETP statements**  
**PLEASE NOTE: if you unable to provide PAYG payment summary I can retrieve your**  
**salary/wages from ATO Portal providing I get your Personal Tax Details beforehand**

#### **ALLOWANCES i.e. Motor Vehicle, Tool, Travel etc**

Employer	ABN	Tax Withheld \$	Allowance \$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**I need a copy of your PAYG Payment Summary or statement of allowances**

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **GOVERNMENT PENSIONS & ALLOWANCES i.e. Aged Pension, Newstart, Youth Allowance etc**

Received from	Tax Withheld \$	Allowance \$

**I need a copy of your Payment Summary or statement of allowances**

### **INCOME**

### **AUSTRALIAN ANNUITIES/SUPERANNUATION INCOME STREAMS & LUMP SUM PAYMENTS FROM SUPER FUNDS**

Received from	Tax Withheld \$	Allowance \$

**I need a copy of all documents relating to the tax status of your amounts received, including any Payment Summaries or statements of allowances, and details of any tax deductible amounts (“UPP”), and eligibility for tax offsets**

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
 Taxation and Accounting Services  
 PO Box 3610 Caroline Springs VIC 3023  
 Mobile: 0439 536 596  
 Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
 Website: <http://www.sangelictax.com>  
 “ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### ATTRIBUTE PERSONAL SERVICES INCOME

Employer Name	ABN	Tax Withheld \$	Gross Income \$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**I need a copy of your PAYG Payment Summary – Labour Hire Statement**

### INTEREST INCOME

Bank	BSB Number	Account Number	Account Name/s	Total \$	TFN Credits \$

**(Please record all Interest Received from various financial institutions i.e. Commonwealth Bank, ANZ, NAB etc for the relevant tax year as per bank statements \*\*Note \*\*if accounts are held in joint names please split amounts \*\*)**

**(See Interest Received Worksheet on website should have more bank accounts, or I can email and/or send you a copy)**

<p><b>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</b></p>
--



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
 Taxation and Accounting Services  
 PO Box 3610 Caroline Springs VIC 3023  
 Mobile: 0439 536 596  
 Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
 Website: <http://www.sangelictax.com>  
 “ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### DIVIDENDS INCOME

Company	Unfranked Dividends \$	Franked Dividends \$	Imputation Credits \$	TFN Credits \$

**(Please record all your income from Share Trading i.e. BHP, ANZ, Rio Tinto, Wesfarmers etc for the relevant tax year as per your Dividend Payment Advice\*\* Note \*\*if dividends are held in joint names please split amounts \*\*)**

**(See Dividends Received Worksheet on website should have more dividends, or I can email and/or send you a copy)**

**\*\* Please Note if you provided your Tax File Number to the bank you must declare all investment income or else you will be penalised by the ATO \*\***

**\*\*It is not an offence not to provide your TFN as you are able to claim back TFN withholding credits when your tax return is lodged \*\***

### TRUST/PARTNERSHIP DISTRIBUTIONS

Name	Non Primary Income \$	Non Primary Income \$	Imputation Credits \$	TFN Credits \$

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
 Taxation and Accounting Services  
 PO Box 3610 Caroline Springs VIC 3023  
 Mobile: 0439 536 596  
 Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
 Website: <http://www.sangelictax.com>  
 “ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### TRUST/PARTNERSHIP DISTRIBUTIONS

Name	Non Primary Income \$	Non Primary Income \$	Divds \$	Imputn Credits \$	TFN Credits \$

**(Please record all relevant Income Received from various sources;  
 If not sure please contact me, can you provide any applicable deductions associated)**

### FOREIGN OVERSEAS INCOME

Employer /Other	Employment Income \$	Tax Withheld \$	Other Income \$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**(Please record all relevant Overseas Income Received from various sources;  
 If not sure please contact me, can you provide any applicable deductions associated)**

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### OTHER INCOME/DETAILS

- Income from Self-employed businesses etc (please refer to Small Business Checklist on website or you can ask me to send you a copy)

- Capital Gains (Losses) from sale of Properties, Shares etc  
(please contact me for details to provide)

- Rental Property Income/Expenses

- Income Received from Rental Property

#### Rental Property Deductions e.g:

- Interest on Bank Loans
- Advertising
- Bank Fees & Charges
- Body Corporate Fees
- Agents Commissions
- Borrowing Expenses
- Landlord Insurance
- Gardening & Caretaking
- Legal Fees
- Letting Fees
- Electricity & Gas
- Rates & Taxes (Council Rates, Water Rates Land Tax)
- Repairs & Maintenance
- Travel Expenses
- Depreciation on Capital Items i.e. Equipment
- Building Allowances write off etc

**\*\* Please refer to Rental Property Worksheet on website, or I can email it and/or send you a copy \*\***

<p>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</p>
---



Sangelictax  
**Sangelictax**

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **EXPENSES**

#### **MOTOR VEHICLES**

**Motor Vehicles – 4 Types – you have the choice of the following methods which best suits your circumstances please refer to the relevant Motor Vehicle Worksheet options on the website or I can send you a copy**

**1. Set Rate Per Kilometre up to 5000kms method** – based on number of kilometres travelled without the need to keep records depending on the make/model engine size of motor vehicle up to and less than 5000kms for the year.

**2. 12% of original value method** – based 12% of the cost value of motor vehicle if brought outright.

If leased you can claim 12% of the market value at the time it was first leased. i.e. Original Cost \$50000\*12% = \$6000, travelled more than 5000kms, do not need written evidence.

**3. One-third of actual expense method** – this allows you to claim one-third of your expenses, you must written evidence i.e. kept petrol receipts, kilometres readings and make a reasonable estimate based on those records, travelled more than 5000kms

**4. Logbook method** – this method based on percentage usage claimed for motor vehicle expenses i.e. 60% work usage 40% private usage you must keep; a logbook of kilometres if travelled more than 5000kms, written evidence of motor vehicle expenses i.e. petrol, repairs, registration, insurance, leasing, depreciation, interest on loan etc.

**\*\*Note\*\* Please advised if you have acquired and/or sold a motor vehicle during the year**

<p>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</p>
---



Sangelictax  
**Sangelictax**

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **EXPENSES**

#### **TRAVEL EXPENSES**

- Travel expenses; there are 2 Types of travelling expenses:

1. Motor vehicle expenses incurred in gaining or producing assessable income relating to motor vehicles other than cars (for example, motor cycles) and running expenses related to cars that are not held (such as borrowed cars); as previously referred in Motor Vehicle Expenses
2. Other travel expenses directly connected with the taxpayer's income-producing activities, such as air, bus, train, tram, taxi fares, bridge and road tolls, parking, car hire fees, airfares and accommodation.

**NOTE: The ATO will crackdown on the validity of domestic and overseas travel expenses especially in relation to connection of between the expenses incurred in producing taxpayer's assessable income. Also whether there is sufficient substantiation of to verify taxpayers to be able to determine whether travel is work-related or private in nature**

**please refer to the following worksheets which can be downloaded on the website, or I can email it and/or send you a copy \*\***

- [Overseas and Domestic Travel Questionnaire](#)
- [Overseas and Domestic Travel Worksheet](#)

<p>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</p>
---



# Sangelictax

## Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
 Taxation and Accounting Services  
 PO Box 3610 Caroline Springs VIC 3023  
 Mobile: 0439 536 596  
 Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
 Website: <http://www.sangelictax.com>  
 “ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **WORK-RELATED EXPENSES**

Expenses	Expenses \$	Work Usage %	Amount to be claimed \$
i.e. Mobile Phone	\$ 500	Times 60.00%	\$ 300

**Using this example to figure out work-related expenses applicable to your occupation depending on work-related usage for various expenses**

Expenses	Expenses \$	Work Usage %	Amount to be claimed \$
Laundry	\$	Times %	\$
Union Fees	\$	Times %	\$
Seminars conferences	\$	Times %	\$
Mobile Phone	\$	Times %	\$
Books & Journals	\$	Times %	\$
Subscriptions Registrations	\$	Times %	\$
Uniforms Clothing	\$	Times %	\$
Education & Training	\$	Times %	\$
Travel Expenses	\$	Times %	\$
Computer Expenses under \$300	\$	Times %	\$
Computer Expenses over \$300	\$	Times %	\$
Equipment under \$300	\$	Times %	\$

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
 Taxation and Accounting Services  
 PO Box 3610 Caroline Springs VIC 3023  
 Mobile: 0439 536 596  
 Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
 Website: <http://www.sangelictax.com>  
 “ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### WORK-RELATED EXPENSES

**Fill in work-related expenses applicable to your occupation depending on work-related usage for various expenses**

Expenses	Expenses \$	Work Usage	%	Amount to be claimed \$
Equipment over \$300	\$	Times	%	\$
Interest Deductions	\$	Times	%	\$
Sundries/others	\$	Times	%	\$
Tax Agents Fees	\$	Times	%	\$
<b>* Home Office Running Expenses</b> - Electricity/Gas - Home Phone - Mobile Phone - Internet - Depreciation	\$	Times	%	\$
<b>* Home Office Occupancy Expenses</b> - Rent - Mortgage Interest - Council Rates - Water Rates - Insurance	\$	Times	%	\$

**\*\* Please refer to Work Related and Sundry Expenses Worksheet for further details on the website, or I can email it and/or send you a copy \*\***

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **WORK-RELATED EXPENSES**

#### **# Computer Expenses and Equipment over \$300**

Computer expenses and Equipment with a value of over \$300 per item is to be depreciated – if you have a list of depreciable assets from your previous tax agent or you have your own list can you please provide the details to me.

**\*\* Self –education Expenses please refer to the following worksheets which can be downloaded on the website, or I can email it and/or send you a copy \*\***

[- Self Education Questionnaire](#)

[- Self Education Worksheet](#)

**\*\* Home Office Expenses please refer to the following worksheets which can be downloaded on the website, or I can email it and/or send you a copy \*\***

[- Home Office Questionnaire](#)

[- Home Office Worksheet](#)

The two broad categories of deductions relating to home office expenses are **Running Expenses** and **Occupancy Expenses**

**\*\*\* salary/wage earners are NOT allowed to use Occupancy Expenses\*\*\***

**\*\*\* Taxpayers who operates a Business from Home is allowed to use both however there CGT implications using the Occupancy Method in the event the house is sold\*\***

**NOTE: The ATO will crackdown if there is not sufficient substantiation to verify taxpayers claim to be able to determine whether is work-related or private in nature.**

<p>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</p>
---



# Sangelictax Sangelictax

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **OTHER ITEMS OFFSET**

**\*\* Please answer YES if applicable to specific occupation/business activity \*\***

Tax losses of earlier income years ..... YES/NO

Do you have a dependent spouse (without dependent child or student), a housekeeper or a child-housekeeper? ..... YES/NO

*These tax offsets may not be available where the taxpayer is eligible to claim FTB Part B.*

Are you a senior Australian? ..... YES/NO

Are you a pensioner? ..... YES/NO

Did you receive an Australian superannuation income stream? ..... YES/NO

Did you have private health insurance in 2011? ..... YES/NO

Have you incurred expenses for your child's education? ..... YES/NO

Did you make superannuation contributions on behalf of your spouse? ..... YES/NO

Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2011? ..... YES/NO

Did you have net medical expenses over \$2,000? ..... YES/NO

Did you maintain a parent, spouse's parent or invalid relative? ..... YES/NO

Are you entitled to claim the landcare and water facility tax offset? ..... YES/NO

Are you a mature age worker with 'net income from working' of less than \$63,000? ..... YES/NO

Are you a 'small business entity' with an annual turnover of less than \$75,000? ..... YES/NO

Other tax offsets (please specify) ..... YES/NO

**The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.**



Sangelictax  
**Sangelictax**

Angelo Sangiorgi b.bus (acc) MIPA  
Taxation and Accounting Services  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
“ Service with a Sangelic Touch ”

## 2011 Tax Returns Worksheet

### **Forms and Worksheet for 2011**

The following forms and worksheets can be downloaded from the Website under the heading of :

**“ Tax Worksheets for Current and Prior Years ” such as**

- Motor Vehicle Worksheet
- Rental Property Worksheet
- Interest Received Worksheet
- Dividends Received Worksheet
- Cash Managed Funds Worksheet
- Share Trading Worksheet
- Work-Related and Sundry Expenses Worksheet

**or you can ask to have them sent to you;**

**\*\*For any other queries you may have please contact me\*\***

<p>The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.</p>
---