

HOW DO I



PREPARE MY



TAX RETURN



STEPHEN FILDES

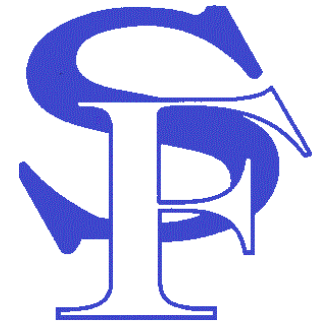


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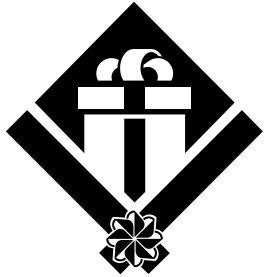
IPA INSTITUTE OF PUBLIC ACCOUNTANTS



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HOW DO I PREPARE MY INCOME TAX RETURNS ?



Taxation in Australia is becoming increasingly complex, and few people can thoroughly understand the ever changing rules.

Professional advice is essential in coping with the tax system, and this is where I can assist

through my membership of The Institute of Public Accountants can help.

With our membership, we offer a quality service and the most up-to-date taxation knowledge available.

We can help you organise your personal and business taxation affairs, and advise you on the records and details you need to keep.

HOW DO I PREPARE?

- It is important to prepare your taxation records and information prior to meeting with myself if you want to get the best quality professional advice.
- To save time and money, it may be worthwhile to compile and summarise the relevant information in a logical manner prior to your appointment.

- Full information is required to ensure you meet your legal obligations in areas like Fringe Benefits Tax, Capital Gains Tax and Sales Tax.
- All legitimate deductions need to be itemised from your records, and they must all be substantiated if the deductions are to be accepted.
- If you are uncertain what information you need to bring, call before your appointment and check.

WHAT ABOUT PERSONAL RETURNS ?

To prepare a personal return for wage and salary earners or an investor, I will require information on the following Areas, if they apply:

- Copy of last year's taxation assessment (or your tax file number if there was no assessment)
- Copy of last years tax return
- Group certificates or a statement of earnings.
- Provisional Taxation assessments or payments
- Personal investments and the income earned (ie rental and Dividends)
- Pensions
- Trusts (all trust income and your status as a beneficiary)
- Superannuation
- Annuities
- Property investments and the income earned
- All deductions and records substantiating the expenditure.

WHAT ABOUT BUSINESS RETURNS ?

To prepare a return for a small business, I will need the following:

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- Cash books detailing receipts of money and expenditure.
- Petty cash details for minor cash expenditure
- Bank Statements
- Detailed records of all wages and benefits paid to employees.
- Supplier invoices for goods and services, or other evidence of payments.
- Superannuation payments
- Unpaid Supplier invoices
- Copies of customer invoices and a record of all transactions with customers.
- Regular recordings of stock on hand
- Capital Gains Tax (all sales and purchase details).
- Overseas transactions, including details of income and expenditure and foreign taxes paid.
- Shares and dividend imputations
- All deductions and records to substantiate the expenses.

Talk with our office today

and see what we can do for you

**CURRENT AND PRIOR YEAR
RETURNS PREPARED TO
MEET YOUR REQUIREMENTS.**