OPULENT ACCOUNTANTS | GEARING YOUR FUTURE

2024/2025 FACT FINDER CHECKLIST

Individual Details

Please answer the following for yourself and your spouse, as would be listed in your tax file.

- ❖ Existing Opulent customers please update to your current information.
- ❖ Please provide a copy of your passport or driver license for ID verification.

Client A

Full Name				
Tax File Number			Date of Birth	
Has name changed since last return?	Yes☐ No☐ If Yes, previous name:			
Are you an Australian Resident?	Yes☐ No☐ Unsure☐			
ABN (If applicable)				
Address:				
Address (postal) *(Put 'as above' if the same)*				
Telephone contacts	Mobile:			
	Work:			
	Home:			
Email				
Electronic Banking Details *(for refund if applicable)*	BSB:		A/C:	
	Account Name:			
Main Occupation				

Client B (Spouse/Partner) - Please use a separate form for Spouse's expenses

Full Name				
Tax File Number			Date of Birth	
Has name changed since last return?	Yes☐ No☐ If Yes, previous name:			
Are you an Australian Resident?	Yes☐ No☐ Unsure☐			
ABN (If applicable)				
Telephone contacts	Mobile:			
	Work:			
	Home:			
Email				
Electronic Banking Details *(for refund if applicable)*	BSB:		A/C:	
	Account Name:			
Main Occupation				

Please circle YES or NO for each of the items listed below. If YES, please provide details in comments areas.

Income - Please provide evidence

1. Payment Summaries
   - ❖ Salary and Wages YES☐ NO☐
   - ❖ Allowances, Director Fees etc. YES☐ NO☐
   - ❖ Government Pensions, Allowances & Payments YES☐ NO☐
   - ❖ Australian annuities and Superannuation income streams YES☐ NO☐
   - ❖ Lump sum payments & termination payments YES☐ NO☐
2. Interest & Dividend income Details YES☐ NO☐
3. Employee share scheme details - please send all documentation YES☐ NO☐
4. Partnership/Trust distribution statements - please send documentation YES☐ NO☐
5. Did you sell any assets (shares, crypto etc) - Capital Gains YES☐ NO☐
   a. Please provide excel summary with
      i. Date assets were purchased
      ii. Original cost of each asset purchased
      iii. Date assets were sold
      iv. Date of sale of each asset
6. Foreign Source Income & Foreign Assets or property related information YES☐ NO☐
7. Bonuses from Life Insurance companies - statements YES☐ NO☐
8. Any other Income - provide details in comments section below YES☐ NO☐

Work-related Deductions - Please provide evidence

Important

To make a work-related deduction:
- ❖ you must have spent the money yourself and were not reimbursed
- ❖ it must directly relate to earning your income
- ❖ you must have a record to prove it

Work Related Car Expenses

1. Reason for Work-related Travel .....
2. Vehicle Make and Model .....
3. Date Purchased .....
4. Cost $.....
5. Do you have logbook, - if yes please send up a copy YES☐ NO☐
   a. Confirm work use percentage .....

b. If you have log book please complete box below

Note: Travel between home and office is not deductible and considered private in nature

Cents per Kilometer Method				Logbook Method			
Complete if no Logbook Maintained				Complete if Logbook Maintained			
Location	kms	x No. of Days	x No. of Weeks	Opening km	.....	Closing km	.....
.....	.....	.....	.....	Total km	.....	Business km	.....
.....	.....	.....	.....	Operating Expenses			
.....	.....	.....	.....	Fuel & Oil		$.....	
.....	.....	.....	.....	Services		$.....	
.....	.....	.....	.....	Repairs		$.....	
.....	.....	.....	.....	Insurance		$.....	
.....	.....	.....	.....	Registration		$.....	

Work Related Travel Expenses

1. Employee domestic travel YES☐ NO☐

Reason for Travel		Location of Travel	$.....
Air Fees	$.....	Meals	$.....
Accommodation	$.....	Incidentals	$.....

2. Overseas travel YES☐ NO☐

Reason for Travel		Location of Travel	
Air Fees	$.....	Meals	$.....
Accommodation	$.....	Incidentals	$.....

3. Toll & Parking costs (when traveling on business) - provide total for the year YES☐ NO☐
4. Other work-related travel expenses (e.g. public transport, taxi) - provide total for the year YES☐ NO☐

Work Related Clothing Expenses - *if yes, please provide a excel summary*

1. Uniforms & Occupation Specific Clothing YES☐ NO☐
2. Protective Clothing & Gear YES☐ NO☐
3. Laundry expenses (up to $150 without receipts) - only if protective or compulsory YES☐ NO☐
4. Dry cleaning expenses (general office wear can not be included here) YES☐ NO☐
5. Face masks, sanitiser expenses YES☐ NO☐

Work Related Self Education Expenses- *if yes, please provide a excel summary*

1. Course Description .....
   a. Does this directly relate to your employment YES☐ NO☐
2. Course fees & Tutorial fees YES☐ NO☐

3. Student Union fees YES☐ NO☐
4. Books, Journals & Stationary Items YES☐ NO☐
5. Purchase/repair of computer equipment & equipment used for study YES☐ NO☐
6. Interest on borrowing used to pay for work related self-education costs YES☐ NO☐
7. Travel for study YES☐ NO☐
8. Time spent studying from home total hours (note: all hours need to be recorded in a diary, estimate will not be sufficient for deduction) - please provide total hours for the year .....

Other Work-Related Expenses- *if yes, please provide a excel summary*

1. Books, Journals & Stationary items YES☐ NO☐
2. Subscriptions & Union fees YES☐ NO☐
3. Overtime meals only where a meal allowance was paid YES☐ NO☐
4. Conferences, workshops & seminars - Please provide summary with dates & activities completed each day) YES☐ NO☐
5. Computers & software - work use % ____ Cost: _____Date of Purchase YES☐ NO☐
6. Telephone - work use % _____ Monthly cost: _____ YES☐ NO☐
7. Mobile - work use % _____ Monthly cost: _____ YES☐ NO☐
8. Working from home during a regular working week: .....

NOTE: As from 1 March 2023 -Any work from home hours need to be documented either in diary showing hours of work completed each day or printed timesheet as per new law. Checking emails is not considered as working as per new law. If you are asked for audit, this evidence must be provided to the ATO, estimate will not be accepted.

- ❖ Number of weeks working from home_____ .....
- ❖ Usual weekly hours_____ .....
- ❖ Annual Leave taken during the year in weeks _____ .....

9. Tools of Trade YES☐ NO☐
10. Briefcases/Luggage or suitcases YES☐ NO☐
11. COVID-19 Rapid Antigen Tests kits YES☐ NO☐

Banking & Government Charges on Investment Income- *if yes, please provide a excel summary*

1. Account keeping fees YES☐ NO☐
2. Ongoing management fees or investment advice fees YES☐ NO☐
3. Interest on borrowing for income-earning investments YES☐ NO☐

Other Deductions- *if yes, please provide a excel summary*

1. Donations & gifts, *please provide tax deductible receipts* YES☐ NO☐
2. Cost of managing your tax affairs YES☐ NO☐
3. Income protection insurance - provide annual costs _____ YES☐ NO☐

Other Items

1. ABN income & expenses YES☐ NO☐

Australian Business Number		Business Address	
Business Name			
Business/ Professional activity			
Income			
Business Income	$.....		
Expenses			
Cost of Sales	$.....	Bad Debts	$.....
Lease Expenses	$.....	Rent Expenses	$.....
Interest Expenses	$.....	Motor Vehicle Expenses	$.....
Repairs & Maintenance	$.....	Other Expenses	$.....
Business Assets	$.....		$.....

2. Ride Sourcing (Uber, Ola, Didi or similar) - please provide annual statements YES☐ NO☐
3. Cryptocurrency Trading or Investments (e.g., Bitcoin)
   - ❖ Please provide Annual Statement 2025 YES☐ NO☐
   - ❖ Transaction Details 1 July 2025 - 30 June 2025 in Excel Format
4. Share Trading or Investments (e.g., Company Shares)
   - ❖ Please provide Annual Statement 2025 YES☐ NO☐
   - ❖ Transaction Details 1 July 2025 - 30 June 2025 in Excel Format
5. Did you have a spouse for the full year from 1/07/2025 to 30/06/2025? YES☐ NO☐
6. Did your spouse have taxable income for the 2025 income year? YES☐ NO☐
7. Are you entitled to the Medicare levy exemption or reduction in 2025? YES☐ NO☐
8. Do you want us to apply Medicare Entitlement Statement (MES) for you? YES / NO
9. Number of Dependent Children aged under 21 or between 21 to 24 and full-time student? .....
10. Did you pay child support in 2025? YES☐ NO☐
11. Did you become an Australian Tax Resident at any time during the 2025 income year? YES☐ NO☐
12. Did you cease to be an Australian Tax Resident at any time during the 2025 income year? YES☐ NO☐
13. Did you have Private Health Insurance in 2025? YES☐ NO☐
14. Do you have a HECS/HELP liability or a student financial supplement loan debt? YES☐ NO☐
15. Are you a senior Australian or a pensioner? YES☐ NO☐

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

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

18. Did you live in a remote area of Australia or serve overseas with the Australian defense force or the UN armed forces in 2025? YES☐ NO☐

Comments

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