

Private Client Newsletter 2019

Dear Friends,

Welcome to this, our 40th Private Client Newsletter. We hope that this newsletter finds you in good health. Please find enclosed some tips and strategies to legally save you tax and build wealth, whilst helping you to comply with all your statutory obligations.

Audit Update/Action

The ATO has revealed that taxpayers over claiming work related expenses cost the federal government \$8.7 billion for the 2015 financial year. Audit targets to include home office, car, rental properties, Airbnb, luxury cars, super and standard deductions (e.g., laundry).

We bring your attention to Item 3 (Substantiation Declaration) in our 2019 Client Engagement Acknowledgement, Consent, Declaration & Authority (refer to page 4 of this newsletter), please ensure you read this carefully to ensure you are aware of your obligations in relation to expense substantiation.

Audit Tips - Critical Importance

- Keep a diary note or logbook of all work related car trips where cents per kilometre is claimed.
- Keep a diary for all private and work related usage of phone/s, internet, computer and home office for four consecutive weeks (refer to page 6 of this newsletter).
- Retain all invoices, receipts and credit card statements in relation to deductions made.

Reminder - Superannuation Contributions

Please ensure you do not exceed the annual contribution caps/limits. Please note the current annual concessional cap is \$25,000 (irrespective of age) and the annual non-concessional cap is \$100,000 (noting contribution eligibility criteria must be satisfied).

What's New in 2019?

- Taxpayers are now required to provide detailed schedules for each work related claim.
- Tax rate threshold of \$87,000 increased to \$90,000 from 1/7/18.
- New low and middle income tax offset of \$530 (phases out from \$90,000 to \$125,333) from 1/7/19.
- Overtime meals case (Mitchell's case) was unsuccessful as the taxpayer did not incur cost and consume meals during overtime.
- Travel allowance for truck drivers (Tyl's case) noted cost must be incurred and ATO's reasonable amounts (e.g. breakfast, lunch and dinner) must be assessed individually (not per day).
- Commercial residential properties caught by new travel and depreciation restrictions.
- Compensation from financial institutions (loss of investment capital and refund of fees) tax free unless previously claimed, but refund of interest taxable.
- New work test from 1/7/19 if aged 65 to 74, super balance at 30/6 of prior year less than \$300k and worked in prior year.
- Downsizer super contribution up to \$300k from 1/7/18 if aged 65 plus and sold dwelling.
- Non-deductibility of expenses in relation to holding vacant land proposed from 1/7/19.

Client Feedback

We always welcome and appreciate your comments, both good and bad. If you have anything that you wish to discuss with our Managing Partner Mr Phil Eddy in this regard, please do not hesitate to contact him. We thank you sincerely for your ongoing support and loyalty, we wish you the very best in all aspects of your life and look forward to seeing you soon.

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Contents of this Newsletter:

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- Tax Changes and Tips
- Client Engagement
Consent
- Income Tax Preparation
Checklist
- Income/Expense
Worksheet

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Services available from Philip J Eddy & Partners Pty Ltd:

- Taxation planning &
compliance
- Business advisory &
management
- Remuneration planning
& packaging
- Estate & succession
planning
- Self Managed
Superannuation Funds

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Services available from Consultum Financial Advisers Pty Ltd:

- Financial Planning &
Investment Advice
- Centrelink assistance
- All types of personal
insurance

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www.pjeddycpas.com

Username: *pjedly*

Password: *taxation*

2019

Tax Changes, Tax Tips & Warnings

1.	Tax Tip	<p><u>Living Away From Home Allowance (LAFHA)</u>: If you are paid a LAFHA or travel allowance we suggest that if you are not already keeping invoices/receipts to substantiate your accommodation costs you commence to do so. John Holland Case - No FBT if duties commenced from departing airport and on payroll, 21 day rule removed. Two new concepts in TR2017/D6 “Special Demands” and “Co-existing Work Places” (Co-existing Work Places can include maintaining a second property and if it was reasonably required that you stay away, you can choose to return home and still claim meals etc.). Note: Must assess each component of daily amount separately (Tyl’s case).</p>
2.	Tax Warning	<p><u>Audit Hot Spots 2019</u></p> <ul style="list-style-type: none"> • Personal super claims. • Work related expenses. • Rental property (inc. Airbnb and holiday homes) expenses, including depreciation and travel claims. • Diaries/Logbooks required to substantiate business use of computers, phones, cars, internet, home office etc. Note: Diary to be kept for 30 days. • Overtime Meals Allowance must be incurred (must substantiate) and meals consumed during overtime (Mitchell’s case). • Data matching interest, dividends, car registrations, land transfers, Austrac etc.
3.	Tax Tip	<p><u>Delay the derivation</u> of income to future year. For ordinary income (e.g. interest) must delay receipt, for the sale of Capital Assets (other than trading stock), must delay contract date.</p>
4.	Tax Warning	<p><u>Self-education expenses</u> (Ting’s case) incurred in completing a course to obtain new employment or open-up new income producing activities are not deductible. In addition, self-education expenses cannot be claimed against Newstart, Austudy or ABstudy.</p>
5.	Tax Tip	<p><u>Consider salary sacrificing under the “otherwise deductible rule”</u> to reduce “total net investment loss”, which is added back for non-commercial loss rules, Medicare levy surcharge, Div 293 tax on super contributions, seniors tax offset. Example of expenses include:</p> <ul style="list-style-type: none"> - Associates car expenses. - Car using the cents per km method. - Small items up to \$300 (Landlords). - Small items up to \$20,000 (Businesses up to \$10M turnover).
6.	Tax Tip & BEWARE	<p><u>Residential Property Depreciation</u> for employees and rental property owners (Non-Business Individuals), immediate 100% claim for small items up to \$300 remains (not if part of a set and exceeds total of \$300 or identical or substantially identical). Items costing between \$300 and \$1,000 can be pooled and written-off over four (4) years. Note:</p> <ul style="list-style-type: none"> - If property owned jointly, \$300 per partner, & - Travel (including motor vehicle) and depreciation on plant owned by previous owner not deductible from 1/7/17 if property owned personally, by Trust or by SMSF (unless commercial property or owned by company).
7.	Tax Tip & BEWARE	<p><u>Reportable Fringe Benefits</u> which may affect surcharges, benefits, rebates etc. should be avoided, “Cash Out” all fringe benefits (i.e. pay amount out of your after tax income equal to the taxable value). Note: Statutory formula percentage is now 20% and Tax Return now identifies exempt employers and non-exempt (higher impact on Centrelink benefits).</p>
8.	Tax Tip & BEWARE	<p><u>Travel (new ruling TR 2017/D6)</u> between two unrelated places of work is still deductible (if related then okay), however you must not live at either. Other situations where taxpayers can still claim (in addition to self education):</p> <ul style="list-style-type: none"> - Related places of business (acceptable if you live at one). - Transporting bulky equipment (inc. home to work if no secure storage at workplace and not just for convenience), weight and size critical. - special demands e.g. to oil rig. - Travel once work has already commenced. - co-existing work locations. - Web of work places (inc. itinerant work).
9.	Tax Tip	<p>Sale of <u>Capital assets</u> under one year do not qualify for the 50% CGT discount (indexation option still available for pre 21/09/1999 assets). Note: Contract date key for CGT purposes and look to offset capital gain with capital losses where possible.</p>
10.	Tax Tip	<p><u>Prepayment of tax deductible</u> expenses (e.g. interest, subscriptions, etc.) allowable for a period of up to 12 months.</p>

11.	Tax Tip	<u>Superannuation contribution reserving</u> : Taxpayers with income over \$250k or lumpy income in one year (e.g. year of retirement) may consider contribution reserving or a private ancillary fund.
12.	Tax Tip	<u>Shareholders</u> specifically travelling to attend an Annual General Meeting can claim travel costs.
13.	Tax Tip	<u>Consider owning a car jointly</u> (Joint Ownership Declaration critical) to access 5,000km limit twice.
14.	Tax Tip	<u>Consider selling 50% interest in individually owned rental property to spouse</u> and use money to pay off private debt. Note: Must consider CGT and stamp duty (from 1/7/17 dutiable unless principal residence) implications.
15.	Tax Tip	<u>Consider salary packaging</u> excess motor vehicle operating expenses for FBT calculations and unused employee contribution.
16.	Tax Tip	<u>Incidental phone use and Home Office "Safe Harbour"</u> applies up to a total of \$50. Note: Rates as follows - Landline 25 cents per call, Mobile 75 cents per call, Text Message 10 cents per message and Home office 52 cents per hour (must keep 4 week diary).
17.	Planning Tips	<p><u>Superannuation summary of key issues/factors for 2019 year:</u></p> <ol style="list-style-type: none"> 1. Consider splitting concessional superannuation contributions with spouse (critical to equalise balances as much as possible due to new pension transfer limits). 2. No work test if aged under 65 years at time of contribution. Proposed exception from 1/7/19 if balance < \$300k and aged under 75 years. 3. 10% rule regarding concessional contributions removed from 1/7/17. 4. Employer can claim excess concessional contributions, but taxpayer must pay excess contributions tax (marginal tax rate and accessible from Fund). 5. Annual non-concessional contribution cap/limit from 1/7/18 of \$100k (up to \$300k over 3 years) if aged under 65 at 1 July of year of contribution, subject to total superannuation balance of less than \$1.6m at 30/06 of previous year (reduced bring forward cap if total superannuation balance more than \$1.4m). 6. Concessional contribution cap \$25k from 1/7/18. 7. Work test (40 hours within a 30 day period) applies to those aged between 65 and 74 at 1 July of year of contribution (for those 75 plus, contributions permissible if mandated). 8. Pensions and lump sums (from a taxed source) non-assessable to persons aged 60 years plus. Income derived from pension paying assets tax-free, other than Transition To Retirement Income Stream earnings, which are taxed at 15% in Fund from 1/7/18. 9. Death benefits paid to a spouse and/or financial dependent are tax free, however if paid to non-dependents then 15% (+ medicare levy) tax applies on the taxable component and 30% (+ medicare levy) on the untaxed component. 10. Employer "ETP" not able to be rolled over into super, unless transitional rules apply, taxable component taxed as follows: <ul style="list-style-type: none"> • First \$200,000: <ul style="list-style-type: none"> • <55 = 30% • 55+ = 15% • Tax-free component (Pre July 83) = Tax Free • Transitional Rules for Employees with existing contracts 11. Withdrawal and re-contribution strategy to increase tax-free component (tax-free component non-assessable on death). 12. Consider salary sacrificing maximum into super and possibly reserving. 13. Consider a "Transition to retirement pension" if you are preservation age (15% tax on earnings in fund from 1/7/18). 14. Concessional super contributions taxed at up to 30% if adjusted income exceeds \$250k. 15. Lifetime CGT cap of \$1.480m on sale of active assets. 16. Excess non-concessional contributions can be refunded. 17. If under 60 consider partial commutation/withdrawal and re-contribution of unrestricted non-preserved benefits (up to \$200k tax-free cap) to increase tax-free component. Note: commutation cannot qualify as pension payment from 1/7/18. 18. Consider utilising government co-contribution if income less than \$52,697. 19. Consider making spouse contribution (subject to spouse's level of income). 20. Downsizer super contribution up to \$300k from 1/7/18 if aged 65+ and sold dwelling. 21. \$1.6M limit (per person) on transfers to pension phase from 1/7/17. 22. Removal of anti-detriment provisions from 1/7/17.
18.	Tax Tip & BEWARE	<u>Non Commercial Business Losses quarantined</u> for taxpayers with taxable incomes in excess of \$250,000 per annum, unless ATO exercises its discretion (Bentivoglio's case). Unable to salary sacrifice employment expenses, but can salary sacrifice rental and business expenses.
19.	Tax Warning	<u>Holding costs on vacant land</u> will cease to be tax deductible from 1/7/19 unless carrying on a business or project built and available for rental.

PLEASE FIND BELOW A COPY OF THE
"2019 CLIENT ENGAGEMENT ACKNOWLEDGMENT, CONSENT, DECLARATION & AUTHORITY" WHICH YOU WILL
BE ASKED TO SIGN WHEN YOU HAVE YOUR 2019 INCOME TAX RETURN PREPARED.

PLEASE READ THIS FORM BEFORE YOUR APPOINTMENT

1. ENGAGEMENT: I/We hereby engage Philip J. Eddy & Partners Pty Ltd to prepare & lodge my/our Income Tax Return/s (& related forms) this year in accordance with my/our written & verbal instructions. I/We also confirm that I/we take full responsibility for all "Department of Human Services, Childcare, Child Support Agency, Family Assistance Office, Land Tax, Super Co-Contribution matters", unless I/we have specifically requested otherwise in writing. I/We also confirm that Philip J. Eddy & Partners Pty Ltd is NOT to undertake any other action, process, enquiry, matter or function unless requested by me/us in writing. Any advice given to you is only an opinion based on our knowledge of your particular circumstances.

2. CLIENT DECLARATION: I/We declare that I/we have read the return prepared for me/us & confirm it is true and correct and in accordance with my instructions and I/we have read the Philip J. Eddy & Partners 2019 Private Client newsletter &/or notices in their reception rooms. I/we confirm: -

- A. That I/we have disclosed to you all income, including Net Capital Gains, Family Tax Benefit/s, Paid Parental Leave, Childcare Benefits & Private Health Fund Rebates, which I/we have derived/received (including that of my spouse (if applicable)) for rebate & other purposes for the 2019 Income Year. I/We confirm our understanding and existence of the "Alienation of Personal Services Income" and the "non-commercial loss rules" and the disadvantages of owning assets in Trading Companies (as opposed to own name) from a capital gains tax perspective and if I/we are subject to the alienation rules I/we will pay my/our tax Monthly/Quarterly as required. We expressly take full responsibility for all BAS & GST matters unless we have instructed Philip J. Eddy & Partners to do so in writing. I/We authorise them to use our private details per the PRIVACY ACT.
- B. That I/we have been advised by you that I/we cannot make a claim for an amount which is not allowable for income tax purposes and that I/we must declare income from all sources, **in and out of Australia** (including net capital gains, employee shares received etc) for the year of income in my tax return.
- C. That all the claims for deductions and rebates which have been included in the return are based on my/our specific instructions and advise that I/we satisfy the relevant taxation requirements relating to income, expenses and rebates and I/we confirm that I/we understand the law in relation to all items.
- D. That while I/we did not show the documents to substantiate all my/our claims to this firm, I/we confirm I/we have same & agree to make them available if required by the Tax Office.
- E. That I/we have been advised by you what written evidence (including car/travel records) will be required during an audit and possible penalties (*including prosecution*) that may be applied, if incorrect claims are identified in an audit situation.
- F. I/We authorize you to transmit and/or store our data and information offsite and in any format or medium you choose both inside and outside Australia and to communicate with me via email and or the Tax Office portal including all related entities and use our files for quality assurance purposes with CPA Australia.

3. SUBSTANTIATION DECLARATION RE: EMPLOYMENT RELATED EXPENSES & CAR & TRAVEL EXPENSES.

- A. I/We confirm that I/we understand what is meant by "incurred" & "nexus" in relation to making claims and I/we confirm that I/we have incurred all expenses claimed (where applicable).
- B. I/We have been advised by you of the need to OBTAIN ORIGINAL INVOICES/RECEIPTS carrying details of:- Name of supplier, amount of expense, nature of goods and services purchased (noting the specific type of items purchased, or expenditure incurred), date of expense, the date of the documents, taxpayers name (in English), credit card statements and/or electronic records (can be used).
- C. I/We have been told by you of the need to keep that DOCUMENTARY EVIDENCE for at least 5 YEARS plus the current year and for depreciation items 5 YEARS plus the current year AFTER THE LAST CLAIM and 5 YEARS plus the current year after sale of capital gains items.
- D. I/We have been advised of the consequences/penalties which may/will arise if I/we are incorrect, make a mistake or omit anything.
- E. I/We understand what constitutes a RECEIPT acceptable to the Commissioner.
- F. I/We have ALL THE SUBSTANTIATION DOCUMENTS necessary to support all the claims made in my/our income tax return/s.
- G. I/We understand the Tax Laws in relation to **Protective Clothing, Occupation Specific Clothing, Compulsory & Non-Compulsory Corporate Wardrobes & Uniforms, Car, Travel & Other Employment Related Expenses** and confirm that I/we have consumed meals during overtime for which deductions have been claimed (where applicable).
- H. I/We confirm where items are used for both business and private purposes (e.g. car, laundry, mobile phone, home telephone, computer, home office etc), I/we advise I/we have kept appropriate apportionment documents to verify my business usage claim and that my employer will verify that it was necessary to incur such expenditure in earning my assessable income. Further, I/we have instructed you to prepare the return based on my specific instructions on the understanding I/we will be able to produce such information to the satisfaction of the ATO in an audit situation.
- I. I/We have also been advised by you of the additional tax, penalty charge, interest component liability and possible prosecution action, which may/will be initiated by the ATO if I/we provide details which lead to an incorrect tax return being lodged.
- J. I/We further confirm that I/we are also aware:
 - (i) of the procedures to follow if a document is lost or destroyed;
 - (ii) that I/we may be required to verify any income or expense item noted in my/our return in an audit situation; and
 - (iii) that I/we understand the Substantiation schedule I/we should complete for all work, car and travel expense claims under self assessment.

Furthermore, I/we ACKNOWLEDGE & DECLARE that (a) I/we signed my/our completed draft/hard copy INCOME TAX RETURN prior to the electronic lodgement of my/our return, (b) that I/we will retain all supporting "satisfactory documentary evidence" to comply with the substantiation requirements of the Income Tax Act for the minimum prescribed time. I/We further confirm our consent for our agent to participate in the "Electronic Lodgement Service".

PHILIP J. EDDY & PARTNERS PTY. LTD.

"INCOME TAX PREPARATION CHECKLIST- 2019"

With regards to the claiming of deductions, please remember that with a few minor exceptions, all claims must be able to be **"SUBSTANTIATED"** by **satisfactory documentary evidence** (i.e. invoices, receipts, diary notes and the like). All documents must be originals, with your name on them and contain a full description of items purchased, date purchased, date of document, suppliers name and amount.

NOTE: Credit card, Bank, Bpay & other electronic statements are now also acceptable.

Records relating to sales caught by the Capital Gains Tax Laws, must be kept for 5 years plus the current year after the time of sale. All other documents relating to income tax matters must be kept for 5 years plus current year (except for depreciation items for which documents must be kept for 5 years plus the current year from the last year depreciation is claimed).

TO ASSIST IN ENSURING THAT YOU:

- (i) Claim every possible legitimate and legal tax deduction and rebate and thus maximize your refund,
- (ii) Keep up to date with the relevant tax changes,
- (iii) Do not commit any offences (e.g., omit income or make a false claim) or incur any penalties (which are now very severe).

We set out below a checklist of items that would be very helpful if you brought with you when we prepare your 2019 Income Tax Return:

1. INCOME AND CAPITAL GAINS DOCUMENTS (AUSTRALIA & OVERSEAS).
2. DEPARTMENT OF HUMAN SERVICES (INCLUDING FAMILY TAX BENEFIT, PAID PARENTAL LEAVE & OTHER RECEIVED BY YOU OR YOUR SPOUSE) AND/OR VETERANS AFFAIRS NOTICES/SLIPS, PAYG PAYMENT SUMMARIES (INCLUDING OVERSEAS) ETC.
3. DETAILS OF ANY ALLOWANCES OR REIMBURSEMENTS RECEIVED (INCLUDING REPORTABLE FRINGE BENEFITS, REPORTABLE SUPER CONTRIBUTIONS ETC) WHETHER INCLUDED ON YOUR PAYG STATEMENTS OR NOT.
4. FULL DETAILS OF ANY LUMP SUM PAYMENTS RECEIVED ON RETIREMENT, INCLUDING ANY STATEMENTS OF TERMINATION PAYMENTS & ROLLOVER FORMS.
5. LIST OF INTEREST RECEIVED INCLUDING BANK NAME, BRANCH, ACCOUNT NO. & AMOUNT OF INTEREST & T.F.N. TAX PAID (PLEASE USE FORM ON BACK).
6. A LIST OF DIVIDENDS (INCLUDE DIVIDEND SLIPS), BONUS SHARES OR DIVIDEND REINVESTMENT SHARES RECEIVED (PLEASE USE FORM ON BACK).
7. A LIST OF ANY TRUST DISTRIBUTIONS RECEIVED (INCLUDE ANY DISTRIBUTION AND YEARLY STATEMENTS) (PLEASE USE FORM ON BACK).
8. LIFE INSURANCE POLICIES CASHED IN/MATURED (INCLUDING REDEMPTION/MATURITY NOTICE).
9. ANY OTHER INCOME, INCLUDING DISTRIBUTIONS FROM PARTNERSHIPS, ALL TYPES OF OVERSEAS INCOME & TAX PAID.
10. DETAILS OF ALL ASSETS/PROPERTY SOLD IN THE LAST TAX YEAR (INCLUDING: COINS, ANTIQUES, PAINTINGS, STAMPS, LAND, HOUSES, & SHARES).
11. ALL TYPES OF INCOME OF YOUR SPOUSE (IF WE DO NOT PREPARE HIS/HER INCOME TAX RETURN, A COPY OF HIS/HER INCOME TAX RETURN WOULD BE VERY HELPFUL TO DETERMINE & MAXIMIZE YOUR REBATES).
12. PRIVATE HEALTH INSURANCE DETAILS (NAME OF FUND, MEMBERSHIP NO, DATE JOINED AND AMOUNT PAID IN TAX YEAR).
13. DETAILS OF SUPER CONTRIBUTIONS FOR NON-WORKING AND LOW INCOME SPOUSES (SPOUSE CONTRIBUTIONS DO NOT QUALIFY FOR THE CO-CONTRIBUTION).
14. DETAILS OF SUPER CONTRIBUTIONS ELIGIBLE FOR GOVERNMENT CO-CONTRIBUTION.
15. DETAILS OF EXPENSES (INCLUDING DATE INCURRED) THAT YOU THINK THAT YOU MIGHT BE ABLE TO CLAIM (PLEASE USE FORM ON BACK).
16. DETAILS (INCOME AND EXPENSES) OF ANY HOBBIES OR PART TIME BUSINESSES.
17. DETAILS OF OVERSEAS EMPLOYMENT INCOME.
18. DETAILS OF YOUR STAY IN AUSTRALIA IF YOU ARE A "TEMPORARY RESIDENT".
19. DETAILS OF ANY EMPLOYEE SHARE ACQUISITION SHARES/OPTIONS.
20. DETAILS OF ALL EXEMPT/TAX FREE PENSIONS AND ANNUITIES.
21. COPY OF YOUR SECTION 290-170 CONFIRMATION IF CLAIMING PERSONAL SUPER CONTRINUTIONS.



The partnership of **Vision Broking Group** and Philip J. Eddy & Partners has now been operating for over 3 years and in that time we have been able to achieve some fantastic outcomes across our range of services for a number of mutual clients.

Services offered:

- **Home and Investment Loans**
- **Equipment Finance (Motor Vehicle, Agricultural and Plant)**
- **Commercial Property Finance**
- **Term Loans and Overdraft facilities**
- **Self Managed Superannuation Fund Lending**
- **Debtor Finance**
- **Property Development Funding**

Vision Broking has access to a panel of 20+ lenders, giving the benefit of choice and the ability to provide a solution for almost all circumstances. This, together with the service being offered in the office of Philip J. Eddy & Partners, is designed to make the process of obtaining finance as easy and efficient as possible for clients of Philip J. Eddy & Partners.

VARIABLE & FIXED RATE OFFERS

With the RBA recently reducing the official cash rate to a record low of 1.25%, there is debate around the future movement of interest rates and increasing competition amongst lenders. As such, now is an opportune time to review your current Home Loan or Investment Loan, with the following offers* currently available:

Loan type	Variable Rate	Fixed Rate (2 years)
Home Loan (Principal & Interest)	3.54% (comparison rate 3.58%)	3.59% (comparison rate 4.93%)
Investment Loan (Principal & Interest)	3.99% (comparison rate 4.00%)	3.84% (comparison rate 4.83%)

*Effective from 14 June 2019, approved loan amount to be \$250,000 or greater and subject to lender terms and conditions.

The process of reviewing your existing facilities to ascertain if there are any potential savings is a straightforward one. As a client of Philip J. Eddy & Partners, Simon is happy to conduct an obligation free review of your current facilities for you, so please contact him directly should you wish to take advantage of this opportunity:

Simon Coutanche Dip FS (FMBM)



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Philip J. Eddy & Partners Pty Ltd is an indirect shareholder of Bendigo Finance Brokers Pty Ltd ATF Bendigo Finance Brokers Unit Trust T/as Vision Broking Group and as such may receive direct and indirect benefits from Vision Broking Group.

PHILIP J. EDDY & PARTNERS PTY. LTD.

CERTIFIED PRACTISING ACCOUNTANTS

Client Name:.....

INSTRUCTIONS TO MY TAX AGENT FOR THE 2019 INCOME TAX YEAR

A) INCOME

1. DETAILS OF BANK INTEREST RECEIVED (PLEASE OBTAIN A PRINT OUT FROM EACH BANK):

Name of Bank:	Name/s account in:	Branch:	Account No:	Interest:	TFN tax withheld:

2. DETAILS OF COMPANY DIVIDENDS:

Company name:	Shares owned by:	Date Paid:	Unfranked amount:	Franked amount:	Imputation credits:	TFN tax withheld:

3. Sample Diary for Internet Use – Time based

Date	Time commenced	Time finished	Description	Work Use Time	Private Use time

4. Sample Diary for Mobile Phone Call Usage – Call based

Date	Time of call	Description	Private Call	Business Call

B) EXPENSES / PAYMENTS

1. MOTOR VEHICLE EXPENSES:

Total distance travelled in producing my income (per Log Book or diary notes):.....kms

Vehicle type:..... Registration number:..... Engine size:.....cc

2. PHONE EXPENSES (PER DIARY):

Total of my phone accounts for one month:..... Total rental paid for the same month:.....

Total number of business calls for one month:..... Total number of private calls for same month:.....

3. COMPUTER USAGE (PER DIARY):

Total number of business hours for one month:..... Total number of private hours for same month:.....

4. INTERNET USAGE (PER DIARY):

Total business hours for one month:..... Total number of private hours for same month:.....

5. LAUNDRY USAGE (PER DIARY):

Number of washes for one month:..... Separate:..... Shared:.....

6. HOME OFFICE USAGE (PER DIARY):

Total number of hours for one month:.....

7. PROTECTIVE CLOTHING (PER DIARY):

Total number of days usage:..... Total work days usage:..... Total private days usage:.....

8. OTHER PAYMENTS:

List of all other payments made in relation to your job.

Useful Links:

- Mobile phone, internet and home phone expenses - <https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/other-deductions/claiming-mobile-phone,-internet-and-home-phone-expenses/>
- Home office expense calculator - <https://www.ato.gov.au/Calculators-and-tools/Home-office-expenses-calculator/>

Remember the quality and extent of your documents will dictate the level of your claims and the outcome of a tax office audit.

Signature of Client:..... Date...../...../.....