



Our Abacus Angels have made tax season even easier for you this time around with their new and improved EasyPack transforming in to a **SIX STEP** process! This form contains questions that will help us prepare your income tax return more accurately and efficiently. This EasyPack is ideal for individuals who are on wages and receive interest and investment income (including investment properties).

## Step One



## Select Your Service

Service	Credit Card/Bank Deposit Price	Fee from tax refund Price
<input type="checkbox"/> Individual Income Tax Return	\$135	\$160
<input type="checkbox"/> Individual Income Tax Return + 1 Investment Property	\$195	\$220
<input type="checkbox"/> Additional Rental Property # additional Investment properties _____	\$60/property	
<input type="checkbox"/> Individual Income Tax Return + Sole Trader (Income earned under personal ABN)	From \$200	\$225

## Step Two



## Personal Details

Title	<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MS	<input type="checkbox"/> MISS	<input type="checkbox"/> DR
Full Name					
Date of Birth					
Tax File Number					
Physical Address					
Postal Address					
Occupation					
Phone Number	M:	H:	SMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email Address					
Preferred Method of Contact	<input type="checkbox"/> Mobile	<input type="checkbox"/> Home	<input type="checkbox"/> Email		

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Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> De facto <input type="checkbox"/> Widowed		
Spouse Full Name			
Spouse DOB			
Spouse approx. Taxable Income			
Dependent Children?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Name:	DOB:	
	Name:	DOB:	
	Name:	DOB:	
	Name:	DOB:	
How did you hear about us?	<input type="checkbox"/> Google <input type="checkbox"/> Social Media <input type="checkbox"/> Friend/Family <input type="checkbox"/> Other:		
<b>If you are expecting a tax refund please provide your bank account details below</b>			
BSB			
Account Number			
Account Name			

## Step Three



## Income & Deductions

### a) Income & Other

Please attach your PAYG Payment Summaries to your EasyPack as well as any of the following income information applicable to you:

- ✓ Employment termination payment summary
- ✓ Australian Government Pensions/allowances payment summary
- ✓ Australian Annuities/Superannuation lump sum payments/ Superannuation income streams
- ✓ Interest earned on bank accounts
- ✓ Dividends received
- ✓ Business income and expense information
- ✓ Trust/Partnership distribution income
- ✓ Capital Gains on sale of items such as investment property, shares etc (Please provide purchase and sale information for these items)
- ✓ Foreign income (including foreign pensions and investments)
- ✓ Investment property income and expenses
- ✓ Other income not already mentioned
- ✓ Private health insurance end of financial year statement

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## b) Deductions

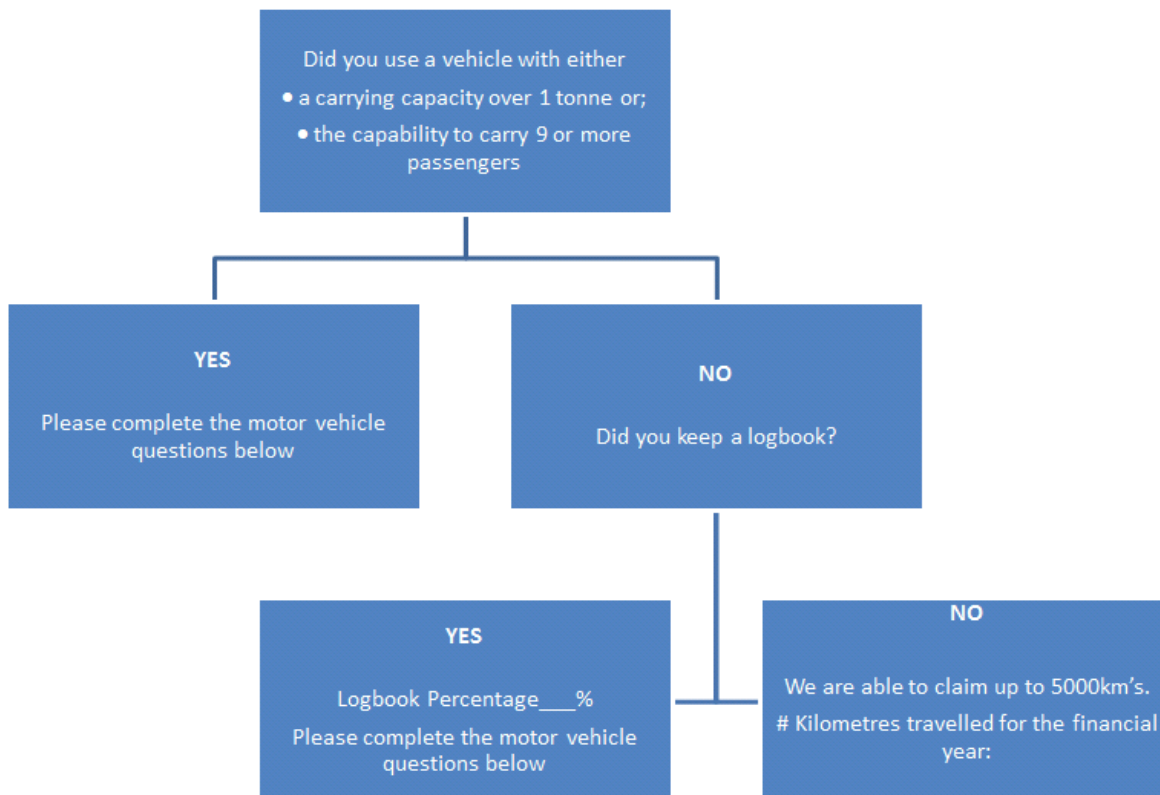
### Work related travel

#### Motor Vehicle

Did you use your own vehicle for either of the following

- Work related travel other than home to work travel including travel to training directly related to your current position at work, client meetings and work related errands;
- Work related travel between home and alternate workplaces OR;
- Work related travel between home and work, carrying bulky work related tools or equipment due to there being no safe lockup at work

If so, please follow the flow chart below. If not, please answer the next deduction question;



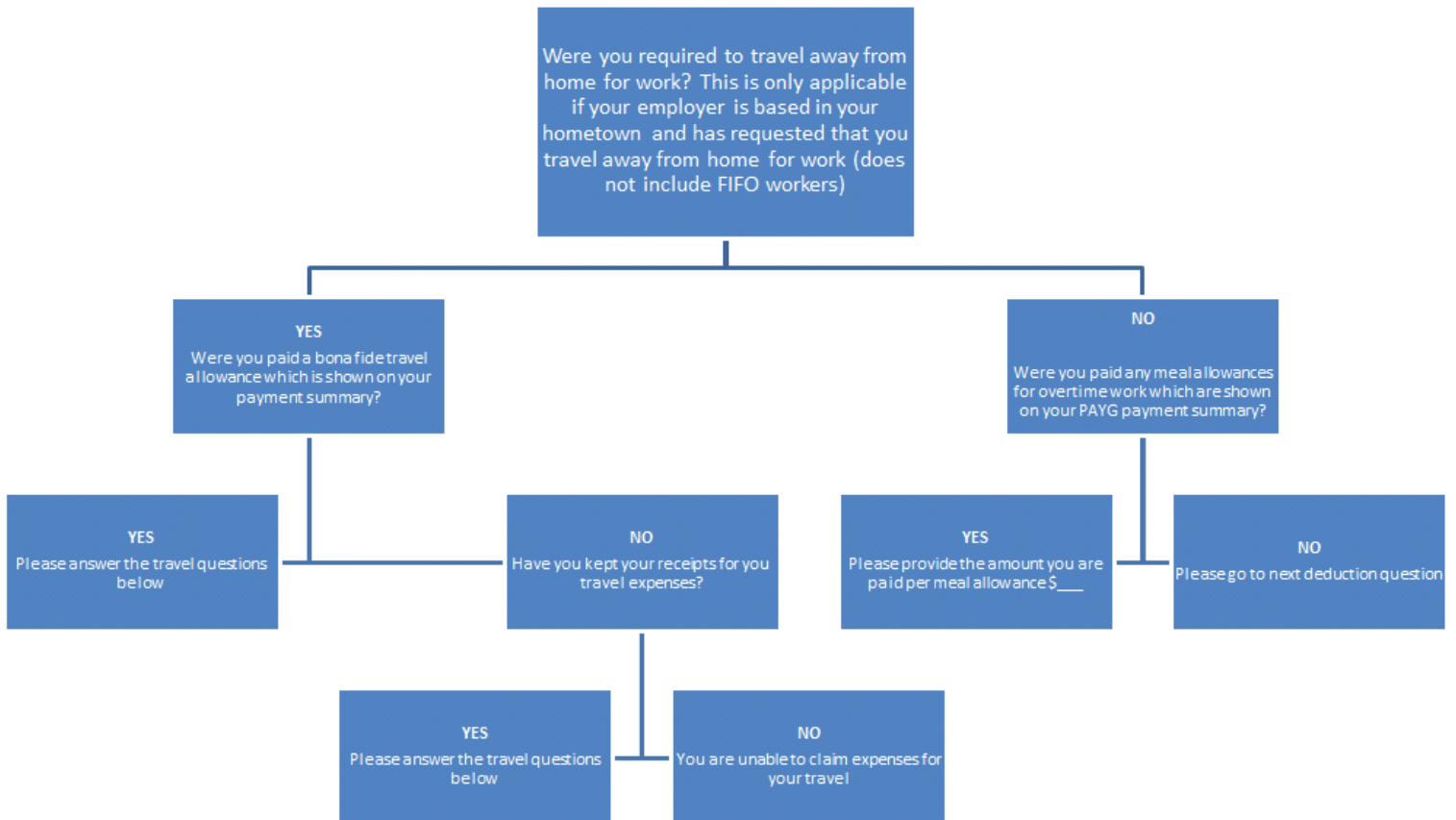
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## Motor Vehicle Expense Questions

Please only answer these questions if you have kept a logbook or if you use a vehicle with over one tonne carrying capacity or can carry 9 or more passengers.

Vehicle make & model	
Vehicle registration number	
Vehicle purchase date	
Vehicle purchase price	\$ (if purchased in current financial year, please provide purchase invoice)
Vehicle financed? YES NO	If yes, please provide initial finance paperwork showing amount borrowed, interest and borrowing expenses
Fuel Per week	\$
Vehicle Registration	\$
Vehicle Insurance	\$
Minor Services & repairs	\$
Major repairs or improvements (please list each separately)	\$
Tolls per week	\$
Parking per week	\$
Other (please include description of each expense)	\$

### ✈ Travelling away from home for work



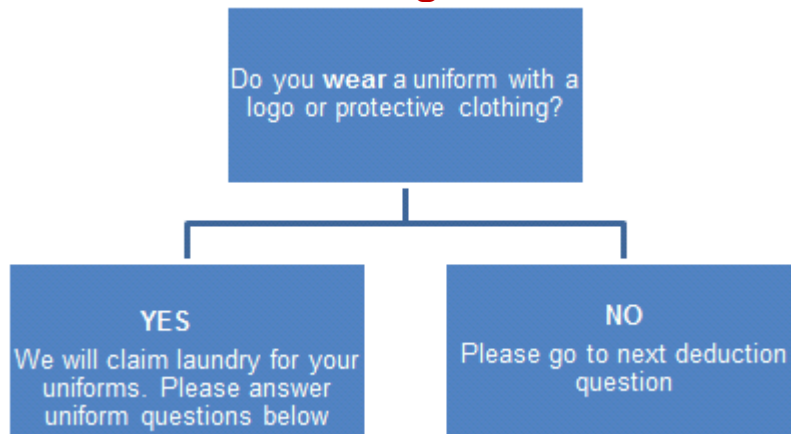
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## Travel expenses questions

Flight details, dates and costs	
Taxi or public transport fares	
<b>Meals</b> (If you were paid a meal allowance provide the amount you were paid per meal allowance)	
<b>Accommodation</b>	
<b>Other</b>	



## Protective Clothing/branded uniforms



Did you <b>purchase</b> any branded uniforms or protective clothing?	<input type="checkbox"/> <b>YES</b> <i>Please continue with the below questions</i>	<input type="checkbox"/> <b>NO</b> <i>Go to next deduction question section please</i>
Steel cap Boots/Protective footwear i.e. non-slip shoes	\$	
Hi vis clothing	\$	
Branded Uniforms	\$	
Sunglasses/Protective Eyewear	\$	
Hats:	\$	
Other (Please list each item separately with a description:	\$	

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## Tools & Materials



<b>Materials</b> (please list each type of expense and a total)	
<b>Tools</b> (please list any tools over \$300 separately with a description)	



## Union & Membership Fees

If you paid union fees or renewed any memberships directly related to your current position at work please list their costs.

Description	Cost

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## Professional Development or Training Expenses

If you paid for any seminars, courses, training or study materials directly related to your current position at work please list below

Description	Cost



## Working remotely from home or work related study at home

If you are required to do work from home or you study work related courses at home please answer the following questions

How many <b>hours per week</b> would you spend doing work or work related study <b>from home</b> ?	___ hours per week						
If you're using the <b>internet at home for work</b> or work related study how much is your internet per month and what % is work related?	\$___per month ___ % work related use						
If you're using your <b>phone for work</b> or work related study how much is your internet per month and what % is work related?	\$___per month ___ % work related use						
Any <b>office expenses</b> such as printing or stationery?							
Any larger expenses ( <b>over \$300</b> ) such as <b>computers, mobiles or hardware</b> ? If so, please list each item with the cost and work related %	<table border="1"> <thead> <tr> <th>Items</th> <th>\$</th> <th>%</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Items	\$	%			
Items	\$	%					

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## Donations

Charity	\$



## Cost of managing tax affairs

If you paid a third party to prepare and lodge your tax return or assist with taxation matters other than Abacus Taxation

Services during the financial year, please provide details below;

Firm	\$



## Income Protection Insurance

If you paid income protection insurance premiums outside of your superannuation fund please provide details below

Insurer	\$



## Notes & other deductions

Please use this section for to provide any additional information regarding deductions not already mentioned

Description	\$

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## Step Four



## Payment Options (three)



### 1. Credit Card processed prior to lodgement

Cardholder: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
Confirm Amount: \_\_\_\_\_  
Cardholder Signature: \_\_\_\_\_



### 2. Fee from refund

I request to pay accounting fees from my tax refund. I understand I will receive the balance of my tax refund deposited electronically to the bank stated account below. I accept that I am responsible for providing correct information and that incorrect information may cause delays in receiving my refund money.

I authorise you to direct the ATO to deposit my tax refund into the HPE Investment trust bank account and for the HPE Investment trust to deduct fees as per the table above. The balance remaining after deduction of the listed fees is to be repaid to my nominated bank account provided below.

I acknowledge that: Should any variation arise with the Australian Tax Office (ATO) or my refund is forwarded to me in error, I allow Abacus Taxation Services to process payment of the outstanding fee as per the above table from my credit card which I have supplied the details for below. Abacus Taxation Services will inform me via SMS 1 business day prior to processing this payment from the credit card below.

I further understand that in the event of me not repaying any outstanding amount, I am liable for collection costs and charges. I authorise all or part of the difference to be repaid from my nominated credit card supplied below. I authorise Abacus Taxation Service (76 159 626 396) to process this payment. I am the authorised signatory of the stated card. I agree not to cancel this authority until any amount outstanding is repaid.

I also confirm that I have no amounts outstanding to the ATO or in relation to child support and/or Centrelink in my name.

Privacy: I understand and authorise that my Tax File Number (TFN) may be used for the purposes of reconciliation in paying my fees from my refund. It is under no circumstances to be made public.



Signature

Date

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## 3. Bank Deposit

**Account name:** Abacus Taxation Services

**BSB:** 484 799

**Account #:** 041 627 325

Please ensure you input the transfer reference as your full name

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## Step Five

## Select your referral partners if applicable

If you need help with any of the below services please tick and we will get our referral partners to contact you

- Wills
  - Income Protection Insurance
  - Life Insurance
  - Home and Business Loans
  - Motor Vehicle Finance
  - Investment Property Depreciation Reports
  - Financial Planning
  - Bookkeeping
- 

## Step Six



## Authorise & Await our call or email

### PART A IMPORTANT DETAILS ON SELF ASSESSMENT

Australia's income tax system is based on *self-assessment*. This means that information you provide to the ATO is initially accepted as being true and correct when you lodge your tax return and other forms on which you disclose your tax liability. These forms may include activity statements and pay as you go (PAYG) instalment statements.

The self-assessment system places the onus on you to ensure your tax return complies with taxation laws. You must show all your assessable income and that you claim only the deductions and offsets (formerly called rebates) to which you are entitled. Please sign below to acknowledge that you understand the self-assessment laws, as described above.



**Signature**

**Date**

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## PART B ELECTRONIC LODGMENT DECLARATION

This declaration is to be completed where a taxpayer elects to use the Electronic Lodgment Service. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

### Privacy

The ATO is authorised by the Taxation Administration Act 1953 to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However, you cannot lodge your income tax form electronically if you do not quote your TFN. Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to [ato.gov.au/privacy](http://ato.gov.au/privacy).

### Electronic funds transfer - direct debit

Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

### Declaration

I declare that:

- the information provided to my registered tax agent for the preparation of this tax return, including any applicable schedules is true and correct, and;
- the agent is authorised to lodge this tax return.

*Important: The tax law imposes heavy penalties for giving false or misleading information.*



Signature

Date

## PART C ELECTRONIC FUNDS TRANSFER CONSENT

This declaration is to be completed when an electronic funds transfer (EFT) of a refund is requested and the tax return is being lodged through the electronic lodgment service (ELS). The declaration must be signed by the taxpayer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed.

*Important: Care should be taken when completing EFT details as the payment of any refund, including any family tax benefit, will be made to the account specified.*

**Agent's reference number:** 69464006

**Account name:** Abacus Taxation Services

I authorise the refund to be deposited directly to the specified account in which I have provided in this document.



Signature

Date

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## PART D CLIENT SUBSTANTIATION DECLARATION

I, \_\_\_\_\_ confirm that I have been advised by you as to the requirement to demonstrate that an expense has been incurred for deductible purposes, together with satisfying the SUBSTANTIATION legislation in relation to:

Work, car and business travel expenses In addition, I have been informed by you of the need to OBTAIN ORIGINAL RECEIPTS carrying details of:

- (1) name of supplier;
- (2) type of goods/services purchased;
- (3) date expense incurred;
- (4) amount expressed in the currency it was incurred;
- (5) day it was made out

I have been advised by you of the need to keep the written evidence for at least five years.

I have also been advised of the consequences and penalties which will arise if the information I have provided is incomplete or incorrect and does not strictly comply with the SUBSTANTIATION or nexus requirements.

I have all income tax and SUBSTANTIATION DOCUMENTS necessary to support all the claims made in my income tax return. Where items are used for both business and private purposes, eg car, telephone/mobile, computer, library, etc,

I advise that I have kept appropriate apportionment documents to verify my business usage claim. Further,

I have instructed you to prepare the return based on my specific instructions. I have read and understood the return prepared for me.

I declare:

- (a) That I have disclosed to you all the income which I have earned
- (b) That all of that income has been declared in the return
- (c) That all the claims for deductions and rebates which have been included in the return are based on my specific instructions
- (d) That while I did not have the receipts to substantiate the above claims at the meeting, I will make them available if required by the Tax Office.
- (e) That you have clarified what written evidence will be required during an audit and penalties that may be applicable if incorrect claims are identified.

(cross out any of the above which are inapplicable)



Signature

Date

**PLEASE EMAIL YOUR COMPLETED EASYPACK TO:**

**[admin@abacustaxation.com.au](mailto:admin@abacustaxation.com.au)**

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