

## TaxExpress Services Upgrade for 2023 ITR Preparation

Dear Client,

Thank you for choosing our TaxExpress service for your income tax preparation once again.

At SAACS, we are committed to providing you with timely and valuable advice to navigate the ever-changing tax landscape. With the anticipation of new challenges in 2023, we have made important adjustments to our TaxExpress Services to better serve you.

Here are the key updates:

### 1. Streamlined Pricing

We're simplifying our pricing structure to bring you more clarity:

- For a Standard Tax Return without complexity: **\$320 plus GST**
- For a Standard Tax Return with one rental schedule or one CGT event: **\$420 plus GST**
- For a Standard Tax Return with multiple rental schedules, CGT events, a business schedule, or other complexities: **Charged based on the time spent and may exceed \$420 plus GST**

### 2. Enhanced Documentation Review

To safeguard your interests, we may ask to review certain substantiation documents (e.g., logbooks, WFH Diaries, expenditure invoices) before finalising your tax return. This increased scrutiny requires additional time allocation for each TaxExpress job, which has influenced our pricing adjustment.

### 3. 20% Surcharge applied to March – June Peak Season

To ensure we can continue to deliver timely and accurate service during our busiest season, a 20% surcharge will apply to individual tax return preparations from 1 March 2024 to 30 June 2024.

We assure you that these changes are not intended to cause inconvenience, but to elevate the quality of service we provide to you. Our mission remains to meet your needs effectively and enhance the experience you have come to expect from us.

If you're comfortable with these updated terms, please sign the declaration for the TaxExpress Service on page 2 and complete the attached checklist.

Any questions, please do not hesitate to let us know.

**SAACS Team**

## Client Declaration

I hereby confirm and acknowledge the following:

1. **Changes in Service Delivery:** I am fully aware of the updates to the pricing structure, processing protocols, and the implementation of a 20% surcharge under the TaxExpress Services provided by Southern Accounting & Consulting Services Pty Ltd (“SAACS”).

2. **Accuracy of Information:** The information I have provided in this Checklist is complete, true, and accurate to the best of my knowledge. I authorize SAACS to prepare my 2023 tax return based on this information.

3. **Disclosure:** I have disclosed all sources of income for the 2023 financial year. Deductions and tax offsets claimed are accurate and in line with my instructions.

4. **Documentation Provision:** I can provide necessary receipts, documentation, or additional information if requested by the ATO for the 2023 FY should they be requested by the ATO.

5. **Additional Services:** I understand and accept that any additional assistance or services beyond the scope of my 2023 income tax return preparation will incur separate charges and will be invoiced accordingly. This includes but is not limited to:

- Amendments to Tax Return initiated due to client omission;
- Assistance with ATO audit or review, which may include liaising with the ATO, reviewing tax documents, and amending tax returns as necessary;
- Provision of additional tax advice outside the scope of the 2023 financial year income tax return preparation.

### 6. Disclaimers:

**Tax Liability:** I am responsible for my tax liability and any penalties or interest charges. SAACS provides advice based on current tax laws, subject to change.

**Accuracy of Information:** I affirm the accuracy of the provided information. SAACS is not responsible for inaccuracies resulting from incorrect or incomplete information.

**Audit Risk:** While SAACS applies the utmost care in preparing my tax return, I understand that this does not guarantee exemption from ATO review or audit.

By signing this declaration or/and continuing with the engagement, I am acknowledging and accepting these terms and affirming the accuracy of the provided information.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Personal Details

For new clients, please complete all fields

For existing clients, please complete if any of your details has changed

<b>Tax File Number</b>		<b>Date of Birth</b>	
<b>Given Name(s)</b>			
<b>Family Name</b>			
<b>Residential Address: (If changed since last return)</b>			
	Suburb:		
	State:		Postcode: <input type="text"/>
<b>Postal Address: (If different with above)</b>			
	Suburb:		
	State:		Postcode: <input type="text"/>
<b>Email Address</b>			
<b>Mobile Phone</b>			
<b>Banking Details</b>	Account Name		
	BSB		
	Account Number		

## Family Details

### 1. Spouse Details

Is SAACS preparing your spouse's income tax return? Yes  No

If no, please complete provide the following information:

Spouse Given Name(s)		Spouse Family Name	
Spouse Date of Birth		Spouse TFN	
Spouse Adjusted Taxable Income			

### 2. Dependent children

Number of dependent children*?	<input type="text"/>
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\*A dependent child is under 21 years old or a full-time student under 24 years old.

### 3. Private Health Insurance

Were your family covered by the same private health insurance? Yes  No

2023 SAACS TaxExpress Checklist

**Income**

*As your tax agent, we could have access to ATO database which contains some information on your income, e.g. bank interest, dividends, public trust distribution, etc.*

*Please provide details of other income from foreign sources, rent, capital gain and Crypto, etc.*

INCOME	Applicable	Not Applicable
<p>Have you received salary &amp; wage income during the financial year? <i>This includes: salary, wage, allowances, bonuses, director fees, employee termination payments, paid parental leave, overseas employment income, other government payments such as Newstart, Jobseeker, etc.</i></p>		
<p>Have you received superannuation payments? <i>This includes: Australian Superannuation Lump Sum Payments, annuities and income stream payments.</i></p>		
<p>Have you received any interest on bank accounts or other investments?</p>		
<p>Did you receive any dividend income? <i>This includes cash dividends received, reinvested dividend (DRP) and in-specie dividends.</i></p>		
<p>Did you receive any distribution from Partnerships / Trusts? <i>For trust distribution from private partnerships / Trusts, please provide a copy of the tax return or distribution notification.</i></p>		
<p>Are you involved in any Employee Share Schemes (ESS)? <i>If you receive ESS interests in a taxed-upfront scheme or have a deferred taxing point for your ESS interests in a tax-deferred scheme, you need to include the discount in your tax return. Your employer should provide you with an ESS statement.</i></p>		
<p>Did you receive any foreign sourced income? <i>e.g. foreign salary, rent, dividends, trust distribution?</i></p>		
<p>Did you sell any assets during the year that may give rise to a capital gain/loss? (e.g. shares, property, Cryptocurrency, etc.) If so, please complete the capital gain worksheet on page 10.</p>	Go to Page 10	
<p>Did you receive any rental income from investment properties? If so, please complete the rental property worksheet on page 11.</p>	Go to Page 11	
<p>Did you receive any business income from being a sole trader? If so, please complete the Sole Trader business worksheet on page 12.</p>	Go to page 12	
<p>Did you receive any other income? <i>This might include but not limited to:</i></p> <ul style="list-style-type: none"> <li>- Bonus from life insurance companies and forestry managed investment schemes?</li> <li>- Income from First Home Super Saver (FHSS) scheme</li> <li>- Compensation received from financial institutions</li> <li>- Government grant, subsidy or assistance payments</li> </ul> <p><i>If you are unsure of whether a payment is assessable income to you, please provide details below for us to assist with the determination.</i></p> <hr/> <hr/> <hr/>		

## Deduction

Keep in mind, the ATO may require tax invoices or receipts to validate deductions. We prepare your tax return assuming you can back up the listed expenses if audited. For more on substantiation requirements, see our blog post or get in touch with us directly.

<https://www.saacs.com.au/post/the-one-only-guide-to-bulletproof-your-work-related-expenses>

### 1. Work Related Car Expenses

Did you use your own car for business/work purposes? <i>*Travelling between work &amp; home is excluded unless carrying bulky equipment.</i>		Yes	No
Vehicle Make & Model		Vehicle Rego	
Do you have a log book? <i>*A valid log book should be maintained for 12 continuous week and it is then valid for 5 years</i> <i>*Please click to download a logbook template in <a href="#">Excel spreadsheet</a> or <a href="#">PDF</a>.</i>		Yes – Go to Part. A No – Go to Part. B	

### Part A – Log Book Method

Vehicle Purchase Date	/ /
Vehicle Purchase Price	\$
Business related percentage (as per log book)	%
Annual vehicle registration cost	\$
Vehicle Insurance paid	\$
Repairs and maintenance (if, any)	\$
Fuel & Oil	\$
Citylink	\$
Parking	\$
Interest paid on car loan (if applicable)	\$

### Part B– Cents per Kilometre Method

Please provide the total KM travelled for work? <i>*You should have document showing that:</i> - Your work requires car usage for work; - How you work out the estimated work-related mileage.	KM
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## 2. Work Related Travel Expenses

Did you incur travel expenses for work? <i>*A travel diary is recommended for all work-related travels but compulsory for 6 or more nights away.</i>	Yes	No
Public transport & taxi fares;	\$	
Car hires (including petrol, R&M, etc.);	\$	
Meal, accommodation and incidentals you incur while away	\$	
Tolls and parking.	\$	
Other _____	\$	

## 3. Work Related Clothing and Laundry Expenses

Did you incur costs in purchasing and cleaning work-related clothing? <i>*Work-related clothing includes compulsory work uniform, non-compulsory work uniform, occupation-specific clothing and protective clothing.</i>	Yes	No
Purchasing compulsory work uniform	\$	
Purchasing non-compulsory work uniform (registered with AusIndustry)	\$	
Purchasing Occupation-specific clothing (e.g. Chef's pants, high vis)	\$	
Purchasing Protective clothing (e.g. non-slip shoes, heavy duty items)	\$	
Dry Cleaning or home cleaning	\$	
	Or _____ load / week	
Other _____	\$	

## 4. Work Related Education Expenses

Did you undertake a course to obtain formal qualification from a school, college, university or other place of Education, <b>and</b> The course has close connection with your work activity at the time?	Yes	No
Institution _____	Course/qualification _____	
Tuition Fees <i>Do not include contributions you made under HECS-HELP or repayments under HELP, SFSS, SSL, TSL or VSL.</i>	\$	
General Expenses including textbook, stationery, student union fees.	\$	
Car expense and travel expenses (excluding travel between home and school)	\$	
Depreciating tools and equipment (such as computer, desk, chair, etc.)	\$	
Other _____	\$	

## 5. Other Work-Related Expenses

<b>Home Office Expenses – Revised Fixed Rate Method</b> <i>*This covers <u>electricity and gas, phone usage (mobile and home), internet, stationery, and computer consumables</u> subject to new rules for 2023 FY so <b>no separate claims for the above expenses.</b></i>	
Actual total hours working from home for 2023 FY	Hours
Depreciating Assets purchased for home office <i>*Please provide purchase date, cost and work related % so that we could work out the depreciation for you</i>	
Repair & Maintenance of the depreciation assets	
Cleaning	

**Note for record-keeping:**

*Work-from-home (WFH) Diary (Download [SAACS template](#)):*

- *Pre-1 Mar 2023: a 4-week diary of WFH hours representing the pattern;*
- *Post 1 Mar 2023: record of all the hours your work from home (e.g. timesheet, roster, diary or similar documents)*

*Evidence of expenses paid by you: keep one bill for each expense (electricity, gas, mobile, internet).*

<b>Home Office Expenses – Actual Cost Method</b> <i>*This covers actual running expenses as a result of working from home</i>	
Home Office work related percentage	%
Electricity and Gas	\$
Cleaning	\$
Phone / Mobile	\$ /month %
Internet	\$ /month %
Stationery and computer consumables	\$
Depreciating Assets purchased for home office <i>*Please provide purchase date, cost and work related % so that we could work out the depreciation for you</i>	
Repair & Maintenance	\$

**Note for record-keeping:**

*Using this method, you need to keep a record for EVERY expense you claim:*

- *Receipt, bills or invoices which show the supplier, amount of the expense, nature of the good, date it was paid and the date of the document;*
- *Record of how you work out the work-related percentage – can use records over a 4-week period as representation for the full financial year. (Download [SAACS template](#))*

2023 SAACS TaxExpress Checklist

Other Expenses	
Seminar / Training Courses Costs	\$
Technical / Professional Publications	\$
Union / Professional Associations	\$
Renewal fee for licences, permits, or "cards" for work	\$
Subscriptions (software or other materials)	\$
Document case / bag	\$
Document	\$
Sunscreen/hats/sunglasses (for prolonged outdoor work)	\$
Overtime Meals (if you receive Overtime Meals allowance)	\$
Other _____	\$
Other _____	\$
Other _____	\$
<i>If you have incurred expenses for work but are unsure whether it is deductible, please provide details below for us to assist with the determination.</i>	
_____	
_____	
_____	

You can also check out the link here for an ATO quick guide of the common claims for your occupation. <https://www.ato.gov.au/individuals/income-deductions-offsets-and-records/occupation-and-industry-specific-guides/#Ourguides>

6. Investment Related Expenses

Have you incurred in relation to earning Interest, dividend Income? <i>*This might include:</i>	Yes	No
- Margin loan interest		
- Equity management services		
- Investment related subscriptions (software or other materials)		
<i>NOTE: Financial Planning Fee is generally considered as private in nature.</i>		
e.g. Margin loan interest		\$
e.g. Portfolio management fee		\$
		\$

7. Donations

	\$
	\$
	\$

Please ensure the receiving organization is endorsed as a DRG (Deductible Gift Recipient)



### 8. Cost of Managing Tax Affairs

If you had incurred costs in managing your tax affairs? <i>This includes fees in relation to tax return preparation or advice, ATO interest charges, postage to send tax documents, travel to ATO agent, etc.</i>	
e.g. 2022 Tax Preparation	
e.g. Postage of tax document	

### 9. Personal Superannuation Contribution

Have you made personal super contribution to your super fund, <b>and</b> Have you notified your super fund your intention to claim for tax deduction?	Yes	No
Amount of the super contribution you intend to claim as deduction	\$	

### 10. Other Deductions

Did you have any other expenses you have not been able to claims in the above sections? See below.	
Income Protection Insurance	\$
Foreign Exchange Losses	\$
Expense in relation to income from share economy	\$
Blackhole Expenditure	\$
Other _____	\$

### 11. Other Notes

If there is any other details or information of which you are unsure of the tax consideration and would like us to be aware of, please provide details below:

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## Appendix A: Capital Gains Tax Worksheet

### 1. Sale of Property

Address			
Purchase Date		Sale Date	
Purchase Price		Sale Price	
Was the property your principal place of residence any time during the ownership period?			Yes      No
Costs associated with <b>purchase</b>		Costs associated with <b>sale</b>	
Legal/Conveyancing		Legal/Conveyancing	
Stamp Duty		Commission	
Borrowing Costs		Advertising	
Initial Repair		Sales preparation	
Other _____		Other _____	
<i>Please also provide statement of adjustments at settlements for our records.</i>			

### 2. Sale of Investments in Shares/Units/Notes

Investment Name	Investment Quantity	Purchase Date	Purchase Cost	Sale Date	Net Sale Proceed
e.g. ANZ	e.g. 100	e.g. 1/1/2017	e.g. \$20,000	e.g. 1/5/23	e.g. \$15,000

Please note, that if there were DRP issued for a certain share, please include further details below.

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### 3. Other Assets

If you have sold other types of assets and wonders if it might have CGT implications, please feel free to provide details below, and we can assist with the determination.

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## Appendix B: Rental Property Worksheet

Property Address	Property 1	Property 1	Property 1
Ownership percentage			
Weeks rented for 2023 FY			
Weeks available for rent for 2023 FY			
Rental Income			
Other Income			
Advertising			
Body Corp Fees			
Borrowing Expenses			
Cleaning			
Council Rates			
Gardening			
Insurance			
Interest			
Land Tax			
Legal Fees			
Pest Control			
Agent Fees (commission, leasing fee)			
Repairs (excluding renovation)			
Office Supplies			
Stationary & Postage			
Utility (for Airbnbs, etc.)			
Water Charges			
Other _____			
Other _____			
Other _____			

*For **Repairs & Maintenance**, please specify whether the expense is related to repairs/maintenance or renovation. This is required for us to make a distinction between Repairs/Maintenance and Capital Improvement.*

*For **Depreciation**, please provide the date of purchase and the value of the new purchase for:*

- Any **NEW** fixtures, fittings and equipment installed at the property (white goods, shelves, etc.)
- Improvements to the property (building extensions, replacing existing parts of the building with different materials, etc.)

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## Appendix C: Sole Trader Business Income Worksheet

Trading Name of the Business	
Main Business Activity	
Business Address	
Australian Business Number (ABN)	

<b>INCOME</b>		
Business Income	\$	
Other income (sale of equipment, etc.)	\$	
<b>EXPENSES</b>		
Cost of Goods Purchased	\$	
Contractors	\$	
Consulting / Professional Services	\$	
Legal Fees	\$	
Rent	\$	
Hire Of Equipment	\$	
Tools Replacement (<\$300)	\$	
Computer Consumables (<\$300)	\$	
Subscriptions (Software or other)	\$	
Mobile / Phone	\$	/month %
Internet	\$	/month %
Printing / Stationery / Work Materials	\$	
Home Office Expenses (Gas & Electricity)	\$	/month %
Average Weekly Hours Working from Home		Hours
Other _____	\$	
Other _____	\$	
Other _____	\$	

*For **motor vehicle costs** please complete the Motor Vehicle Expenses section on page 5 above or provide a total of your vehicle ownership and running expenses.*

*Please provide us with other details/expenses if the above does not cover all your situation.*

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END of Checklist