

## 2016 END OF YEAR CHECKLIST

This checklist has been prepared to assist you with collating the basic information we require to prepare your tax return. Collating the information in preparation for your appointment will ensure that your tax return is completed quickly and maximise the value you receive from our services.

The checklist you use will vary slightly depending upon which computer program you use.

### Income

Regardless of the computer program you use to record your income, you will need to provide the following information to us.

1. If possible, your Educator Payment History Report from your scheme for the period 1 July 2015 to 30 June 2016 (or for the actual period you provided care). You can either scan and email, fax or post it to us. Alternatively you can ask your scheme to email or fax it to us directly at [info@fdctax.com.au](mailto:info@fdctax.com.au) or 1300 FDC TAX.
2. Details of income from other sources such as:
  - Salary & Wages
  - Employer Termination Payments
  - Interest on Bank Accounts
  - Dividends from shares or share sales
  - Rental Properties
  - Foreign Income
  - Other investment income
  - Income from any other source.

If you received a Centrelink pension, you can let us know how much you received, however Centrelink now provides the information about pensions to tax agents. So we can look this up for you if you are unsure.

You don't have to provide us with original documentation for any of your income unless we request it from you. You can just write down a summary of your non-family day care income figures on an email or Word document and we can include it in your tax return.

## **Expenses**

The bulk of everyone's expenses will be recorded in some form of computer package, and therefore the information we require from you in relation to your expenses will depend upon the computer program you use. A list of the most common programs and what we require from them is listed below.

### **Family Day Care Cashbook or Excel**

If you use Excel, please make a backup of your file and upload it securely at the following link:

<https://form.jotform.com/41953027344958>

If you use the web version of the family day care cashbook, you don't need to send us any backup. We will access your details via the internet.

### **Harmony Light**

If you use Harmony Light you can either backup your data and upload it to the secure link provided above, or use a little tool called doPdf. Many of you would have used this tool in previous years, however for those who do not know about it, please follow these instructions:

1. Exit out of all your programs except your internet browser
2. Go to [www.dopdf.com](http://www.dopdf.com)
3. Follow the links to download the program. When prompted to save or run the program, press run.
4. After a minute or two (depending upon your download speed) the installation process should begin, when this occurs follow the instructions to finish installation.

Once you have installed the program, you will have a new printer on your computer called doPdf. What you need to do then is open Harmony Light and print the following reports:

1. Income and Expense Report with the "Details for Each Account" box unchecked.
2. Income and Expense Report with the "Details for Each Account" box checked.

When you press print you will need to select the printer you wish to print the reports to. Instead of selecting your default/regular printer, press on the drop down list and choose "doPdf". When prompted, save the file to a location you will easily find later (e.g. your desktop) and when all files are printed and saved, upload them to your secure client area.

### **Other Computer Packages**

Please install doPdf as outlined in the section for Harmony Light and contact us to work out the best way to get your data to us.

### **Motor Vehicle Expenses**

Please provide us with the following:

1. Make and Model of your Car with Engine Size
2. If you have a log book, as well as providing us with the expenses you have recorded, we will need your odometer reading at 1 July 2015 or on the date you started care, and an odometer reading from your vehicle on 30 June 2016; or
3. If you are not using a logbook, we will need the total number of kilometres you travelled in your vehicle for day care purposes for the year / period you provided care.

## **Superannuation**

If you contributed any money to super, please provide us with the amount of total contributions you made from 1 July 2015 – 30 June 2016.

## **Bad Debts**

If you have Parents that have not paid you fees and there is little or no likelihood of being able to collect them, please provide the detail and/or total of these debts.

## **Other Information for your tax return**

Where applicable, please provide the following details:

1. Details of your private health insurance (Fund, membership number, level of cover and how many days you were covered for). If the statement from your fund also tells you that you are entitled to claim a 30% rebate in your tax return, please let us know this figure.
2. Your Spouse/partner's date of birth, and taxable income for 2015-2016 (if known).
3. If you have not already provided them to us, measurements of your house (total floor area of your exclusive day care area and the floor area of your entire house). Please call us if you are unsure.
4. Telephone, Internet or other diary claim percentages; or basic details of the number of calls made and received for both private and day care purposes.
5. Total hours you spent at your home providing care (exclude times when your family is present eg evenings/nights or weekends).
6. If there is anything else you are not sure of, please call or email us and we can tell you what we may need.