



## SHARES AND DIVIDENDS

If you have bought shares during the year or already own shares you need to bring any dividend statements you have received as this income needs to be declared in your return. These statements will enable us to obtain the correct imputation credits for you. If you have sold shares during the year the following details of the purchase and sale of the shares will also be required:

Date of Purchase

Date of Sale

Cost of Shares

Amount Received

Number of Shares Purchased

Number of Shares Sold

## SUBSTANTIATION OF DEDUCTIONS

If you are claiming work related expenses such as – Union Fees, Work Clothing, Sun Protection, Tools, Books, Self-Education etc. that exceed \$300 *in total* an itemised list of each expense and amount to be claimed will be necessary. Estimates of expenses will not be allowed if they exceed \$300 in total.

### TRADING HOURS:

**MONDAY to FRIDAY  
8.30 am to 5:00pm**

## 2018 INDIVIDUAL TAX RETURNS

### THE AUSTRALIAN TAXATION OFFICE (ATO) WILL ONLY PROCESS TAX REFUNDS DIRECTLY INTO A BANK ACCOUNT

For a prompt payment of refund directly into your account:

- 1) Bring in your bank account details;
- 2) Pay our account on the day;
- 3) Refund will be put into your account directly from the ATO.

If you do not provide bank account details or are unable to pay our account on the day then:

- 1) The ATO will deposit your refund into our Trust Account;
- 2) Additional costs of \$20.00 will apply for processing;
- 3) Additional time will need to be allowed for your bank clearance of trust cheque.

### PRIVATE HEALTH FUND REBATE

If you are a member of a private health fund you will receive a letter in July 2018 from the fund advising your premiums and rebate received.

**WE ARE NOT ABLE TO LODGE YOUR RETURN WITHOUT THIS LETTER.**

## INTEREST RECEIVED

The Australian Taxation Office (ATO) have improved their data matching technology where your employer, banks, Centrelink and listed companies are required to supply details of any payments made to you on an annual basis.

If you do not declare your interest, dividends and Centrelink payments in your Income Tax Return it is very likely that this income will be included in an amended income tax return that the ATO will issue at a later date. The result will be additional income tax payable, interest and penalties.

## MOTOR VEHICLE AND TRAVELLING EXPENSES

If a claim is to be made for work related car or travelling expenses (other than to and from work) details of kilometres must be supplied. Where more than 5000 kilometres are to be claimed in any financial year you will need a logbook and details of costs incurred (Fuel, Repairs, Registration, Insurance etc.)

## REPORTABLE ITEMS FOR INCOME TAX

- Tax Free Government Pensions
- Amounts paid by you for Child Support

The above amounts may affect benefits from Centrelink or Tax Offsets.

***Refer to our website, under 'Resources' for a concise checklist for your 2018 Individual Tax Return.***

[www.wkh.com.au](http://www.wkh.com.au)

