

PART A Electronic lodgment declaration (Form P, T, F, SMSF or EX)

This declaration is to be completed where the tax return is to be lodged via an approved ATO electronic channel. 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 the provision of tax file numbers (TFNs). The ATO will use the TFNs to identify each partner or beneficiary or entity in our records. It is not an offence not to provide the TFNs. However, you cannot lodge your tax return electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and disclose it to other government agencies, including personal information about the person authorised to sign the declaration. For information about privacy go to ato.gov.au/privacy

The Australian Business Register

The Commissioner of Taxation, as Registrar of the Australian Business Register, may use the ABN and business details which you provide on this tax return to maintain the integrity of the register.

Please refer to the privacy statement on the Australian Business Register (ABR) website (www.abr.gov.au) for further information – it outlines our commitment to safeguarding your details.

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.

Tax file number 796 478 245

Year 2022

Name of partnership, trust, fund or entity Van Diemen Superannuation Fund

I authorise my tax agent to electronically transmit this tax return via an approved ATO electronic channel.

Important

Before making this declaration please check to ensure that all income has been disclosed and the tax return is true and correct in every detail. If you are in doubt about any aspect of the tax return, place all the facts before the Tax Office. The tax law provides heavy penalties for false or misleading statements on tax returns.

Declaration: I declare that:

- the information provided to the 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.

Signature of partner, trustee or director

Date

PART B 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 an approved ATO electronic lodgment channel.

This declaration must be signed by the partner, trustee, director or public officer 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 will be made to the account specified.

Agent's reference number 75078006

Account Name CLARKE MCEWAN TRUST ACCOUNT

I authorise the refund to be deposited directly to the specified account.

Signature

Date

PART D Tax agent's certificate (shared facilities only)

CLARKE MCEWAN

I declare that:

- I have prepared this tax return in accordance with the information supplied by the partner, trustee, director or public officer
- I have received a declaration made by the entity that the information provided to me for the preparation of this tax return is true and correct, and
- I am authorised by the partner, trustee, director or public officer to lodge this tax return, including any applicable schedules.

Agent's signature

Date

Client reference MORRSF01

Contact name

MR JOHN CLARKE

Agent's phone number 07 54754300

Agent's reference number 75078006

Self-managed superannuation fund annual return

2022

Who should complete this annual return?

Only self-managed superannuation funds (SMSFs) can complete this annual return. All other funds must complete the Fund income tax return 2022 (NAT 71287).

 Return year

The Self-managed superannuation fund annual return instructions 2022 (NAT 71606) (the instructions) can assist you to complete this annual return.

The SMSF annual return cannot be used to notify us of a change in fund membership. You must update fund details via ABR.gov.au or complete the Change of details for superannuation entities form (NAT3036).

Section A: Fund information

1 Tax file number (TFN)

The ATO is authorised by law to request your TFN. You are not obliged to quote your TFN but not quoting it could increase the chance of delay or error in processing your annual return. See the Privacy note in the Declaration.

2 Name of self-managed superannuation fund (SMSF)

3 Australian business number (ABN) (if applicable)

4 Current postal address

5 Annual return status

Is this an amendment to the SMSF's 2022 return?

 A N

Is this the first required return for a newly registered SMSF?

 B N

6 SMSF auditor

Auditor's name

Title

Familyname

First given name

Other given names

SMSF Auditor Number

Auditor's phone number

 Use Agent
address details?

Postal address

 Date audit was completed A

Was Part A of the audit report qualified ?

 B N

Was Part B of the audit report qualified ?

 C N

 If Part B of the audit report was qualified,
have the reported issues been rectified?

 D

Sensitive (when completed)

7 Electronic funds transfer (EFT)

We need your self-managed super fund's financial institution details to pay any super payments and tax refunds owing to you.

A Fund's financial institution account details

This account is used for super contributions and rollovers. Do not provide a tax agent account here.

Fund BSB number Fund account number

Fund account name

I would like my tax refunds made to this account. Print Y for yes or N for no.

B Financial institution account details for tax refunds

Use Agent Trust Account?

This account is used for tax refunds. You can provide a tax agent account here.

BSB number Account number

Account name

C Electronic service address alias

Provide the electronic service address alias(ESA) issued by your SMSF messaging provider. (For example, SMSFdataESAAlias). See instructions for more information.

8 Status of SMSF

Australian superannuation fund

Fund's tax file number (TFN) 796 478 245

Fund benefit structure Code

Does the fund trust deed allow acceptance of the Government's Super Co-contribution and Low Income Super Amounts?

9 Was the fund wound up during the income year?

Print Y for yes or N for no.

If yes, provide the date on which the fund was wound up

Have all tax lodgment and payment obligations been met?

10 Exempt current pension income

Did the fund pay retirement phase superannuation income stream benefits to one or more members in the income year?

Print Y for yes or N for no.

To claim a tax exemption for current pension income, you must pay at least the minimum benefit payment under the law. Record exempt current pension income at Label A.

If Yes Exempt current pension income amount

Which method did you use to calculate your exempt current pension income?

Segregated assets method

Unsegregated assets method Was an actuarial certificate obtained? Print Y for yes

Did the fund have any other income that was assessable? Print Y for yes or N for no.

Choosing 'No' means that you do not have any assessable income, including no-TFN quoted contributions. Go to Section C: Deductions and non-deductible expenses. (Do not complete Section B: Income.)

Section B: Income

Do not complete this section if all superannuation interests in the SMSF were supporting superannuation income streams in the retirement phase for the entire year, there was no other income that was assessable, and you have not realised a deferred notional gain. If you are entitled to claim any tax offsets, you can record these at Section D: Income tax calculation statement.

11 Income

Did you have a capital gains tax (CGT) event during the year? **G** Y N Print Y for yes or N for no.

Have you applied an exemption or rollover? **M** Y N Print Y for yes or N for no. Code

If the total capital loss or total capital gain is greater than \$10,000 or you elected to use the transitional CGT relief in 2017 and the deferred notional gain has been realised, complete and attach a Capital gains tax (CGT) schedule 2022.

Net capital gain **A**

Gross rent and other leasing and hiring income **B**

Gross interest **C**

Forestry managed investment scheme income **X**

Gross foreign income **D1** Net foreign income **D** Loss

Australian franking credits from a New Zealand company **E**

Transfers from foreign funds **F** Number

Gross payments where ABN not quoted **H**

Gross distribution from partnerships **I** Loss

* Unfranked dividend amount **J**

* Franked dividend amount **K**

* Dividend franking credit **L**

* Gross trust distributions **M** Code

Assessable contributions (R1 plus R2 plus R3 less R6) **R**

Calculation of assessable contributions

Assessable employer contributions

R1

plus Assessable personal contributions

R2

plus #*No-TFN-quoted contributions

R3

(an amount must be included even if it is zero)

less Transfer of liability to life insurance company or PST

R6

Calculation of non-arm's length income

* Net non-arm's length private company dividends

U1

plus * Net non-arm's length trust distributions

U2

plus * Net other non-arm's length income

U3

* Other income **S** Code

* Assessable income due to changed tax status of fund **T**

Net non-arm's length income (subject to 45% tax rate) **U** (U1 plus U2 plus U3)

#This is a mandatory label.
* If an amount is entered at this label, check the instructions to ensure the correct tax treatment has been applied.

GROSS INCOME **W** Loss
(Sum of labels A to U)

Exempt current pension income **Y**

TOTAL ASSESSABLE INCOME **V** Loss
(W less Y)

Section C: Deductions and non-deductible expenses

12 Deductions and non-deductible expenses

Under 'Deductions' list all expenses and allowances you are entitled to claim a deduction for. Under 'Non-deductible expenses', list all other expenses or normally allowable deductions that you cannot claim as a deduction (for example, all expenses related to exempt current pension income should be recorded in the 'Non-deductible expenses' column).

DEDUCTIONS		NON-DEDUCTIBLE EXPENSES	
Interest expenses within Australia	A1 <input type="text"/>	A2 <input type="text"/>	
Interest expenses overseas	B1 <input type="text"/>	B2 <input type="text"/>	
Capital works expenditure	D1 <input type="text"/>	D2 <input type="text"/>	
Decline in value of depreciating assets	E1 <input type="text"/>	E2 <input type="text"/>	
Insurance premiums – members	F1 <input type="text" value="3,592"/>	F2 <input type="text"/>	
SMSF auditor fee	H1 <input type="text" value="385"/>	H2 <input type="text"/>	
Investment expenses	I1 <input type="text" value="17,954"/>	I2 <input type="text"/>	
Management and administration expenses	J1 <input type="text" value="8,179"/>	J2 <input type="text"/>	
Forestry managed investment scheme expense	U1 <input type="text"/>	U2 <input type="text"/>	
Other amounts	L1 <input type="text"/> <small>Code</small> <input type="text"/>	L2 <input type="text"/> <small>Code</small> <input type="text"/>	
Tax losses deducted	M1 <input type="text"/>		
TOTAL DEDUCTIONS		TOTAL NON-DEDUCTIBLE EXPENSES	
N <input type="text" value="30,110"/> <small>(Total A1 to M1)</small>		Y <input type="text" value="0"/> <small>(Total A2 to L2)</small>	
#TAXABLE INCOME OR LOSS <small>Loss</small>		TOTAL SMSF EXPENSES	
O <input type="text" value="160,577"/> <small>Loss</small> <input type="text"/>		Z <input type="text" value="30,110"/> <small>(N plus Y)</small>	
(TOTAL ASSESSABLE INCOME less TOTAL DEDUCTIONS)			

#This is a mandatory label.

Section D: Income tax calculation statement

#Important:

Section B label R3, Section C label O and Section D labels A, T1, J, T5 and I are mandatory. If you leave these labels blank, you will have specified a zero amount.

13 Calculation statement

Please refer to the Self-managed superannuation fund annual return instructions 2022 on how to complete the calculation statement.

#Taxable income	A <input type="text" value="160,577"/>	
		<small>(an amount must be included even if it is zero)</small>
#Tax on taxable income	T1 <input type="text" value="24,086.55"/>	
		<small>(an amount must be included even if it is zero)</small>
#Tax on no-TFN-quoted contributions	J <input type="text" value="0.00"/>	
		<small>(an amount must be included even if it is zero)</small>
Gross tax	B <input type="text" value="24,086.55"/>	
		<small>(T1 plus J)</small>

Foreign income tax offset C1 <input type="text" value="0.13"/>	Non-refundable non-carry forward tax offsets C <input type="text" value="0.13"/> (C1 plus C2)
Rebates and tax offsets C2 <input type="text"/>	

SUBTOTAL 1
T2
(B less C –cannot be less than zero)

Early stage venture capital limited partnership tax offset D1 <input type="text"/>	Non-refundable carry forward tax offsets D <input type="text" value="0.00"/> (D1 plus D2 plus D3 plus D4)
Early stage venture capital limited partnership tax offset carried forward from previous year D2 <input type="text"/>	
Early stage investor tax offset D3 <input type="text"/>	
Early stage investor tax offset carried forward from previous year D4 <input type="text"/>	

SUBTOTAL 2
T3
(T2 less D –cannot be less than zero)

Complying fund's franking credits tax offset E1 <input type="text" value="29,309.67"/>	Refundable tax offsets E <input type="text" value="29,309.67"/> (E1 plus E2 plus E3 plus E4)
No-TFN tax offset E2 <input type="text"/>	
National rental affordability scheme tax offset E3 <input type="text"/>	
Exploration credit tax offset E4 <input type="text"/>	

#TAX PAYABLE T5
(T3 less E - cannot be less than zero)

Section 102AAM interest charge
G

Credit for interest on early payments – amount of interest	H1 <input type="text"/>	
Credit for tax withheld – foreign resident withholding (excluding capital gains)	H2 <input type="text" value="114.30"/>	
Credit for tax withheld – where ABN or TFN not quoted (non-individual)	H3 <input type="text"/>	
Credit for TFN amounts withheld from payments from closely held trusts	H5 <input type="text"/>	
Credit for interest on no-TFN tax offset	H6 <input type="text"/>	
Credit for foreign resident capital gains withholding amounts	H8 <input type="text"/>	
	Eligible credits	H <input type="text" value="114.30"/>
	(H1 plus H2 plus H3 plus H5 plus H6 plus H8)	

#Tax offset refunds **I**
 (Remainder of refundable tax offsets) (unused amount from label E- an amount must be included even if it is zero)

PAYG instalments raised **K**

Supervisory levy **L**

Supervisory levy adjustment for wound up funds **M**

Supervisory levy adjustment for new funds **N**

Total amount of tax refundable **S**
 (T5 plus G less H less I less K plus L less M plus N)

#This is a mandatory label.

Section E: Losses

14 Losses

If total loss is greater than \$100,000, complete and attach a Losses schedule 2022.

Tax losses carried forward to later income years **U**

Net capital losses carried forward to later income years **V**

	Net capital losses brought forward from prior years	Net capital losses carried forward to later income years
Non-Collectables	<input type="text" value="39,916"/>	<input type="text" value="44,494"/>
Collectables	<input type="text" value="0"/>	<input type="text" value="0"/>

Section F / Section G: **Member Information**

	See the Privacy note in the Declaration.	Member	
Title	MR	Member'sTFN	139 267 398
Family name	MORRIS	Member	1
First given name	MICHAEL	Account status	0 Code
Other given names	JAMES		
Date of birth	21/03/1963	If deceased, date of death	

Contributions

OPENING ACCOUNT BALANCE 1,150,161.10

Refer to instructions for completing these labels.	
Employer contributions	Proceeds from primary residence disposal
A	H
ABN of principal employer	Receipt date
A1	H1
Personal contributions	Assessable foreign superannuation fund amount
B 38,695.17	I
CGT small business retirement exemption	Non-assessable foreign superannuation fund amount
C	J
CGT small business 15-year exemption amount	Transfer from reserve: assessable amount
D	K
Personal injury election	Transfer from reserve: non-assessable amount
E	L
Spouse and child contributions	Contributions from non-complying funds and previously non-complying funds
F	T
Other third party contributions	Any other contributions (including Super Co-contributions and low Income Super Amounts)
G	M
TOTAL CONTRIBUTIONS N 38,695.17	
(Sum of labels A to M)	

Other transactions

Accumulation phase account balance	Allocated earnings or losses	Loss
S1 1,193,214.03	O 4,357.76	
Retirement phase account balance - Non CDBIS	Inward rollovers and transfers	
S2 0.00	P	
Retirement phase account balance - CDBIS	Outward rollovers and transfers	
S3 0.00	Q	
	Lump Sum payments	Code
	R1	
	Income stream payments	Code
	R2	
0 TRISCount	CLOSING ACCOUNT BALANCE S 1,193,214.03	
	(S1 plus S2 plus S3)	

Accumulation phase value	X1
Retirement phase value	X2
Outstanding limited recourse borrowing arrangement amount	Y

Sensitive (when completed)

Fund's tax file number (TFN)

Title	MRS	See the Privacy note in the Declaration.	Member	796 478 245
Family name	MORRIS	Member'sTFN	133 165 173	2
First given name	KERRY	Account status	0	Code
Other given names	MARGUERITE			
Date of birth	19/09/1959	If deceased, date of death		

Contributions

OPENING ACCOUNT BALANCE 1,244,663.16

Refer to instructions for completing these labels.

Employer contributions
A

ABN of principal employer
A1

Personal contributions
B 38,695.17

CGT small business retirement exemption
C

CGT small business 15-year exemption amount
D

Personal injury election
E

Spouse and child contributions
F

Other third party contributions
G

Proceeds from primary residence disposal

H

Receipt date
H1

Assessable foreign superannuation fund amount
I

Non-assessable foreign superannuation fund amount
J

Transfer from reserve: assessable amount
K

Transfer from reserve: non-assessable amount
L

Contributions from non-complying funds and previously non-complying funds
T

Any other contributions (including Super Co-contributions and low Income Super Amounts)
M

TOTAL CONTRIBUTIONS **N** 38,695.17
(Sum of labels A to M)

Other transactions

Accumulation phase account balance
S1 1,285,358.45

Retirement phase account balance - Non CDBIS
S2 0.00

Retirement phase account balance - CDBIS
S3 0.00

0 TRISCount

Allocated earnings or losses
O 2,000.12 Loss

Inward rollovers and transfers
P

Outward rollovers and transfers
Q

Lump Sum payments
R1 Code

Income stream payments
R2 Code

CLOSING ACCOUNT BALANCE **S** 1,285,358.45
(S1 plus S2 plus S3)

Accumulation phase value
X1

Retirement phase value
X2

Outstanding limited recourse borrowing arrangement amount
Y

Section H: Assets and liabilities

15 ASSETS

15a Australian managed investments

Listed trusts	A	<input type="text" value="458,065"/>
Unlisted trusts	B	<input type="text"/>
Insurance policy	C	<input type="text"/>
Other managed investments	D	<input type="text"/>

15b Australian direct investments

Cash and term deposits	E	<input type="text" value="107,712"/>
Debt securities	F	<input type="text"/>
Loans	G	<input type="text"/>
Listed shares	H	<input type="text" value="1,544,159"/>
Unlisted shares	I	<input type="text"/>

Limited recourse borrowing arrangements

Australian residential real property
J1

Australian non-residential real property
J2

Overseas real property
J3

Australian shares
J4

Overseas shares
J5

Other
J6

Property count
J7

Limited recourse borrowing arrangements **J**

Non-residential real property	K	<input type="text" value="356,400"/>
Residential real property	L	<input type="text"/>
Collectables and personal use assets	M	<input type="text"/>
Other assets	O	<input type="text" value="12,651"/>

15c Other investments

Crypto-Currency **N**

15d Overseas direct investments

Overseas shares	P	<input type="text"/>
Overseas non-residential real property	Q	<input type="text"/>
Overseas residential real property	R	<input type="text"/>
Overseas managed investments	S	<input type="text"/>
Other overseas assets	T	<input type="text"/>

TOTAL AUSTRALIAN AND OVERSEAS ASSETS **U**
(Sum of labels A to T)

15e In-house assets

Did the fund have a loan to, lease to or investment in, related parties (known as in-house assets) at the end of the income year? **A** Print **Y** for yes or **N** for no.

15f Limited recourse borrowing arrangements

If the fund had an LRBA were the LRBA borrowings from a licensed financial institution? **A** Print **Y** for yes or **N** for no.

Did the members or related parties of the fund use personal guarantees or other security for the LRBA? **B** Print **Y** for yes or **N** for no.

16 LIABILITIES

Borrowings for limited recourse borrowing arrangements	V1	<input type="text"/>	
Permissible temporary borrowings	V2	<input type="text"/>	
Other borrowings	V3	<input type="text"/>	
			Borrowings V <input type="text" value="0"/>
Total member closing account balances (total of all CLOSING ACCOUNT BALANCES from Sections F and G)		W	<input type="text" value="2,478,572"/>
Reserve accounts		X	<input type="text"/>
Other liabilities		Y	<input type="text" value="415"/>
TOTAL LIABILITIES		Z	<input type="text" value="2,478,987"/>

Section I: Taxation of financial arrangements

17 Taxation of financial arrangements (TOFA)

Total TOFA gains	H	<input type="text"/>
Total TOFA losses	I	<input type="text"/>

Section J: Other information

Family trust election status

If the trust or fund has made, or is making, a family trust election, write the four-digit income year specified of the election (for example, for the 2021–22 income year, write 2022). **A**

If revoking or varying a family trust election, print R for revoke or print V for variation, and complete and attach the Family trust election, revocation or variation 2022. **B**

Interposed entity election status

If the trust or fund has an existing election, write the earliest income year specified. If the trust or fund is making one or more elections this year, write the earliest income year being specified and complete an Interposed entity election or revocation 2022 for each election. **C**

If revoking an interposed entity election, print R, and complete and attach the Interposed entity election or revocation 2022. **D**

Section K:Declarations

Penalties may be imposed for false or misleading information in addition to penalties relating to any tax shortfalls.

Important

Before making this declaration check to ensure that all income has been disclosed and the annual return, all attached schedules and any additional documents are true and correct in every detail. If you leave labels blank, you will have specified a zero amount or the label was not applicable to you. If you are in doubt about any aspect of the annual return, place all the facts before the ATO.

Privacy

The ATO is authorised by the Taxation Administration Act 1953 to request the provision of tax file numbers (TFNs). We will use the TFN to identify the entity in our records. It is not an offence not to provide the TFN. However if you do not provide the TFN, the processing of this form may be delayed.

Taxation law authorises the ATO to collect information and disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy.

TRUSTEE'S OR DIRECTOR'S DECLARATION:

I declare that, the current trustees and directors have authorised this annual return and it is documented as such in the SMSF's records. I have received a copy of the audit report and are aware of any matters raised therein. The information on this annual return, including any attached schedules and additional documentation is true and correct.

Authorised trustee's, director's or public officer's signature

Date

Preferred trustee or director contact details:

Title

Family name

First given name

Other given names

Phone number

Email address

Non-individual trustee name (if applicable)

ABN of non-individual trustee

Time taken to prepare and complete this annual return Hrs

The Commissioner of Taxation, as Registrar of the Australian Business Register, may use the ABN and business details which you provide on this annual return to maintain the integrity of the register. For further information, refer to the instructions.

TAX AGENT'S DECLARATION:

I,

declare that the Self-managed superannuation fund annual return 2022 has been prepared in accordance with information provided by the trustees, that the trustees have given me a declaration stating that the information provided to me is true and correct, and that the trustees have authorised me to lodge this annual return.

Tax agent's signature Date

Tax agent's contact details

Title

Family name

First given name

Other given names

Tax agent's practice

Tax agent's phone number

Tax agent number

Reference number

Sensitive (when completed)

Losses schedule

2022

Companies and trusts that do not join consolidated groups should complete and attach this schedule to their 2022 tax return. Superannuation funds should complete and attach this schedule to their 2022 tax return.

Refer to *Losses schedule instructions 2022*, available on our website ato.gov.au for instructions on how to complete this schedule.

Tax file number (TFN)

796 478 245

Name of entity

Van Diemen Superannuation Fund

Australian business number (ABN)

32 110 286 215

2 Net capital losses carried forward to later income years

Year of loss		
2021–22	H	4,578
2020–21	I	
2019 –20	J	
2018–19	K	7,759
2017–18	L	14,291
2016–17 and earlier income years	M	17,866
Total	V	44,494

Transfer the amount at **V** to the Net capital losses carried forward to later income years label on your tax return.

If the schedule is not lodged with the income tax return you are required to sign and date the schedule.

Important

Before making this declaration check to ensure that all the information required has been provided on this form and any attachments to this form, and that the information provided is true and correct in every detail. If you are in doubt about any aspect of the tax return, place all the facts before the ATO. The income tax law imposes heavy penalties for false or misleading statements.

Privacy

Taxation law authorises the ATO to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy go to ato.gov.au/privacy

Taxpayer's declaration

I declare that the information on this form is true and correct.

Signature

Date

Contact person

Daytime contact number
Area code Number

I/We, Van Diemen Superannuation Fund, hereby authorise Clarke McEwan to negotiate any monies received on my/our behalf into the Clarke McEwan Client Trust Account. I further authorise it to deduct from this account fees for professional services in relation to myself, this entity or any related entities, plus a handling fee of five dollars and fifty cents from this account and to forward a cheque from this account to me/us for the the balance of the funds.

SIGNED: _____

NAME: Van Diemen Superannuation Fund

DATE: _____

2021/22 CLIENT SUBSTANTIATION DECLARATION

NAME: Van Diemen Superannuation Fund
TFN: 796 478 245

For The Year Ended 30 June 2022

We, the Trustees of Van Diemen Superannuation Fund, confirm that you have advised us that we must demonstrate that we have incurred an expense for income producing purposes. In addition, you have advised us of the stringent substantiation legislation we must satisfy in relation to work, car and business travel expenses, and mobile and home telephone costs.

In addition, you have informed us that we must obtain original receipts and keep them for a minimum of five years from the date our return is lodged. The receipts must contain the following details:

- Name of supplier
- Amount of expense
- Nature of goods and services (noting the specific type of items purchased or expenditure incurred which we are able to personally record up to the date of lodgement of our return where not adequately noted by the supplier)
- Date of expense (which we are able to personally record where not noted by the supplier)
- The date of the documents.

Penalties to apply with incorrect returns

You have also advised us that additional tax, penalties, interest and possible prosecution action may be taken against us by the Australian Taxation Office if we provide details which lead to an incorrect tax return being lodged.

Income from sources in and out of Australia for the year of income

You have advised us that as Australian residents we must declare income from all sources, in and out of Australia, including net capital gains received, for the year of income in our tax return. I am aware that this includes any cash or cash sales that I may have received for the financial year of income in my tax return.

Apportionment

Where items are used for both business and private purposes, eg, car, mobile telephone, home telephone, computer etc, we have records to verify our business usage claim. Further, we have instructed you to prepare the return based on us being able to produce these records, if required.

Audit matters

We further confirm that:

- We are aware of the procedures to follow if a document is lost or destroyed
- We may be required to verify any income or expense item noted in our return in the event of an Australian Taxation Office audit
- We understand the Substantiation schedules we completed for all work, car and travel expense claims under self-assessment
- We have read and understood the return prepared for us.

2022 Client substantiation declaration

We **declare** that:

- We have disclosed and you have returned all of the income, including net capital gains which we have earned/received, for the 2022 income year.
- All income declared, claims for deductions and tax offsets/rebates included in our return are based on our specific instructions and advice that we satisfy the relevant taxation requirements.
- We have all receipts or documentation necessary to substantiate the above claims and we will make them available if required by the Tax Office
- You have clarified what written evidence (including car/travel records) will be required during an audit and penalties, (including prosecution) that may be applied if incorrect claims are identified in an audit situation.

Signed: _____

Date: _____