



# 2016 PAYG Variation Client Checklist

*In order for us to complete this variation on your behalf it is important that you fill out ALL sections in this checklist. If you have any questions contact [admin@gatherumgoss.com](mailto:admin@gatherumgoss.com). Also, please note that a fee of \$230.00 applies for each variation prepared including amendments to existing variations (not each property).*

## Personal Information

Your name: \_\_\_\_\_  
Your date of birth: \_\_\_\_\_  
Your Tax File Number: \_\_\_\_\_  
Your occupation: \_\_\_\_\_  
How frequently you are paid: \_\_\_\_\_ Weekly / Fortnightly / Monthly

## Employment Information

Employer's name: \_\_\_\_\_  
Employer's ABN: \_\_\_\_\_  
Employer's address for payroll: \_\_\_\_\_  
Payroll Officer's direct number: \_\_\_\_\_  
Employee ID number (if applicable): \_\_\_\_\_  
Estimated gross wage for 2015/16: \_\_\_\_\_  
Expected bonuses for 2015/16: \_\_\_\_\_  
Car allowance \_\_\_\_\_  
Other taxable allowances \_\_\_\_\_  
Description \_\_\_\_\_

## Deductions against your car allowance

Vehicle Make and model: \_\_\_\_\_  
Log book use percentage: \_\_\_\_\_  
Lease/Hire purchase interest paid: \_\_\_\_\_  
Fuel expenses: \_\_\_\_\_  
Registration & Insurance: \_\_\_\_\_  
Other (please specify) \_\_\_\_\_

## Additional Information REQUIRED:

- Copy of Depreciation Schedule for all properties (if one has been done and not previously been provided); and
- **Copy of your very latest payslip that shows the YTD figures. We cannot prepare your variation without this!**



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## INVESTMENT PROPERTY DETAILS

	PROPERTY 1	PROPERTY 2
Address of property:	_____	_____
	_____	_____
The name on the titles:	_____	_____
Ownership percentage:	_____	_____
The date of purchase:	_____	_____
Year of construction:	_____	_____
Estimated rental income:	_____	_____
Interest payable:	_____	_____
Expected costs for:		
➤ Council Rates	_____	_____
➤ Insurance	_____	_____
➤ Property Agent Fees	_____	_____
➤ Body Corporate Fees	_____	_____
➤ Other (please specify)	_____	_____
	_____	_____

	PROPERTY 3	PROPERTY 4
The address of property:	_____	_____
	_____	_____
The name on the titles:	_____	_____
Ownership percentage:	_____	_____
The date of purchase:	_____	_____
Year of construction:	_____	_____
Estimated rental income:	_____	_____
Interest payable:	_____	_____
Expected costs for:		
➤ Council Rates	_____	_____
➤ Insurance	_____	_____
➤ Property Agent Fees	_____	_____
➤ Body Corporate Fees	_____	_____
➤ Other (please specify)	_____	_____
	_____	_____

*Note that we generally do not include any amounts for repairs and maintenance as these expenses are not compulsory and are speculative. In order to ensure you are able to receive future variations we need to be conservative in the figures used here as a resultant tax payable means the ATO can disallow future variations.*