

## **What we need to complete your tax return:**

If applicable to you please let us have the following information for your Income Tax Return

- New residential address, if applicable.
- ID Numbers & Occupation (you and your spouse)
- Are you married in or out of community of property?
- Date married, divorced or widowed if during this period.
- Interest received from savings and investments (IT3a certificates), total amount of investment and type of investment: If you are married in community of property your spouses' information is also needed.
- Name and number of shares, plus dividends earned (Old Mutual, Sanlam and others): If you are married in community of property your spouses' information is also needed.
- If you disposed or purchased any shares during the tax year we need these details.
- All documentation with regards to the purchase and sale of Assets, for Capital Gains Tax purposes, including shares and unit trusts, and proof of expenses for improvements to property.
- Are you a member of an approved provident fund? Ask your broker or employer for a tax certificate if applicable and the name of the fund.
- Retirement Annuity certificates from your insurance company
- IRP and/or IT3 certificates (This is for income earned or accrued to you)
- If travelling Allowance (not use of motor vehicles) appears on your IRP5 certificate, we require the following:
  - Make and model of motor vehicle
  - Cost of motor vehicle (including vat, but excluding finance charges)
  - How financed? Lease, Rental or H P (Copy of Finance Agreement)
  - Odometer (km) reading on the 1st March and the 28th February
  - Detailed logbook if applicable (Yes, you should keep a detailed log book
- If free use of motor is stated on your IRP5 and you have travelled less than 10 000km for private use or/and more than 18 000km for business use during the tax year and have kept a logbook, we will be able to claim against the perks tax indicated on your IRP 5. (If you have not kept a logbook, make one up), it is worth the effort.
- If you spent days out of town, please supply us with a letter from your employer giving dates and reason for trip. If the entire trip was paid by your employer you may claim R65 per day, if you were required to purchase your own lunch etc, we can claim R120 per day. The subsistence allowance must appear on your IRP5.
- Medical expenses (If you have kept your receipts for all visits to doctors and prescribed medicine, that has not been recovered from your medical aid, you are entitled to claim this together with your contributions to an approved medical aid. (Please note that we can only claim this if the amount is greater than 5% of your taxable earnings) Ask your medical aid company for a certificate. We want the certificate and the total amount paid by you. Keep the bills in case the receiver requests them at a later date.
- If you rented out property we require the following information:
  - Address and erf number of the property rented out
  - The period rented out (Full year or exact dates)
  - Rental received for period (Copy of lease agreement if applicable)
  - Bond statements or letter from bank giving details of Interest/Capital breakdown for the above period.
  - Rates, Water, Insurance or levies if paid by yourself.
  - Any other expenses (Maintenance, Renovations, Agents fee, advertising)
- If you bought or sold property during the above period, we need the erf number, the date sold or purchased and the price sold or purchased for.
- If your total earnings are made up of more than 50% commission and this is indicated on your IRP5, or your employment contract states that you are required to run an office from home, you are entitled to claim pro rata for office space against the running cost of your home, this includes interest/rent, electricity, armed response etc.
- If your employment contract states that you are required to work evenings and weekends at home and that you do not have use of an office at the work place during these times then we can also claim a home office. This is a worthwhile exercise. Remember this when negotiating a new working contract for yourself or your staff.
- If you are a director of a company or a member of a CC, a commissioned sales person or run your own business, we are required to submit your personal Asset & Liability statement with your income tax return. For this we need the following, the cost price including vat, but excluding finance charges of all your personal assets. E.g. Motor, Caravan, Bike, Property, House, Jewelry, Firearms, Balance of all Bank accounts as at the 28 February . Balance of your bond and any personal loans from friends and family members. (Any of the above that appear on your business balance sheets, are to be excluded from your personal assets & liabilities)