

Please save a copy of this form into your preferred desktop location, fill out as required, save changes and email to estates@vincents.com.au

CONTACT DETAILS							
Title:				Last Name:			
Given Name(s):							
Law Firm:							
Postal Address:							
	Suburb:			State:			Postcode:
Phone:				Fax:			
Email:							

DOCUMENTS REQUIRED							
Will	Attached <input type="checkbox"/> Deed of Variation (if applicable) <input type="checkbox"/>	Probate	Probate attached <input type="checkbox"/>	Death Certificate	Attached <input type="checkbox"/>	Testamentary Trust TFN	Attached <input type="checkbox"/> Application Form <input type="checkbox"/>

TRUSTEE DETAILS							
Name:							
ACN (if company):							
Address:							
	Suburb:			State:			Postcode:

BENEFICIARY DETAILS (PRIMARY)							
Title:				Last Name:			
Given Name(s):				Date of Birth:			
Residential Address:							
	Suburb:			State:			Postcode:
Australian Tax Residency Status:	Please choose one of the following options: <ul style="list-style-type: none"> Resident (under a legal disability i.e. minor or mentally impaired) <input type="checkbox"/> TFN, if applicable: Resident (not under a legal disability) <input type="checkbox"/> TFN: Non-resident <input type="checkbox"/> TFN, if applicable: 						
Title:				Last Name:			
Given Name(s):				Date of Birth:			
Residential Address:							
	Suburb:			State:			Postcode:
Australian Tax Residency Status:	Please choose one of the following options: <ul style="list-style-type: none"> Resident (under a legal disability i.e. minor or mentally impaired) <input type="checkbox"/> TFN, if applicable: Resident (not under a legal disability) <input type="checkbox"/> TFN: Non-resident <input type="checkbox"/> TFN, if applicable: 						

Please provide the following information:

	Included Yes / N/A	Comments
1. INCOME		
• Dividends i.e. dividend statements	N/A	
• Interest income i.e. bank statements, term deposit notices	N/A	
• Managed funds i.e. annual tax and quarterly distribution statements	N/A	
• Income earned from overseas	N/A	
• Any other income earned	N/A	
2. DEDUCTIONS		
• Managing investment income i.e. ongoing financial planner fees	N/A	
• Managing tax affairs i.e. tax agent fees incurred other than with Vincents	N/A	
• Any other expenses which may be tax deductible	N/A	
3. RENTAL PROPERTIES		
• Details of property (address, purchase date, cost, acquisition costs, copy of contract and settlement statement, if available)	N/A	
• Was the property used for private use during the year?	N/A	
• Total rental income earned i.e. agent statements	N/A	
• Rental property expenses i.e. rates, water, insurance, repairs, travel for property inspection, body corporate, other	N/A	
• Bank statements for rental property loans	N/A	
• Documentation for any capital expenditure on the property i.e. improvements such as a new kitchen, bathroom, extension etc	N/A	
• Provide a copy of a Quantity Surveyors Report, if prepared	N/A	
4. PURCHASE/SALE OF ASSETS		
• Total sales proceeds for any assets (properties, share investments etc) sold. Copy of the sale contract and settlement statement (if applicable)	N/A	
• Details of acquisition costs in relation to any assets sold (date of investment and amount invested)	N/A	
• Transfer duty and legal costs incurred on both acquisition and sale of assets	N/A	
• Provide details of foreign assets	N/A	
• Name and contact details for any broker or financial advisor who may be able to provide further information on the investments	N/A	
5. STATEMENTS		
• Bank statements for the full period (1 July to 30 June)	N/A	
• Interest, maturity and/or deposit statements for all term deposits, including new term deposits which mature in the next financial year	N/A	
• Share and managed investments - Holding summary or statements confirming the number of equities held at 30 June	N/A	
• Share investments - All correspondence received from each company i.e. share offers accepted, mergers/ demergers	N/A	
6. OTHER		
• Details of assets received from the deceased estate: <ul style="list-style-type: none"> ○ Trust account statements from date of death showing distribution of assets ○ Documentation for assets distributed in-specie 	N/A	
• Legal fees i.e. itemised invoices	N/A	
• Copy of deceased estate income tax returns i.e. details of income distributions (if not prepared by Vincents)	N/A	

ADDITIONAL INFORMATION / COMMENTS

When completed, please save changes and email this form along with supporting documents to estates@vincents.com.au

Acknowledgement of terms of engagement

On receipt of this form, Vincents will provide an engagement letter. All Trustees will need to sign, date and return the document to us to acknowledge the terms of engagement.