

# Testamentary trust accounts and tax return

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:	<ul style="list-style-type: none"> <li>• Please choose one of the following options:</li> <li>• Resident (under a legal disability i.e. minor or mentally impaired) <input type="checkbox"/> TFN, if applicable:</li> <li>• Resident (not under a legal disability) <input type="checkbox"/> TFN:</li> <li>• Non-resident <input type="checkbox"/> TFN, if applicable:</li> </ul>						
Title:		Last Name:					
Given Name(s):		Date of Birth:					

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Residential Address:					
	Suburb:		State:		Postcode:
Australian Tax Residency Status:	<ul style="list-style-type: none"> <li>Please choose one of the following options:</li> <li>Resident (under a legal disability i.e. minor or mentally impaired) <input type="checkbox"/> TFN, if applicable:</li> <li>Resident (not under a legal disability) <input type="checkbox"/> TFN:</li> <li>Non-resident <input type="checkbox"/> TFN, if applicable:</li> </ul>				
Please provide the following information:			Included Yes / N/A	Comments	
1. INCOME					
• Dividends i.e. dividend statements					
• Interest income i.e. bank statements, term deposit notices					
• Managed funds i.e. annual tax and quarterly distribution statements					
• Income earned from overseas					
• Any other income earned					
2. DEDUCTIONS					
• Managing investment income i.e. ongoing financial planner fees					
• Managing tax affairs i.e. tax agent fees incurred other than with Vincents					
• Any other expenses which may be tax deductible					
3. RENTAL PROPERTIES					
• Details of property (address, purchase date, cost, acquisition costs, copy of contract and settlement statement, if available)					
• Was the property used for private use during the year?					
• Total rental income earned i.e. agent statements					
• Rental property expenses i.e. rates, water, insurance, repairs, travel for property inspection, body corporate, other					
• Bank statements for rental property loans					
• Documentation for any capital expenditure on the property i.e. improvements such as a new kitchen, bathroom, extension etc					
• Provide a copy of a Quantity Surveyors Report, if prepared					

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<b>4. PURCHASE/SALE OF ASSETS</b>		
<ul style="list-style-type: none"> <li>Total sales proceeds for any assets (properties, share investments etc) sold. Copy of the sale contract and settlement statement (if applicable)</li> </ul>		
<ul style="list-style-type: none"> <li>Details of acquisition costs in relation to any assets sold (date of investment and amount invested)</li> </ul>		
<ul style="list-style-type: none"> <li>Transfer duty and legal costs incurred on both acquisition and sale of assets</li> </ul>		
<ul style="list-style-type: none"> <li>Provide details of foreign assets</li> </ul>		
<ul style="list-style-type: none"> <li>Name and contact details for any broker or financial advisor who may be able to provide further information on the investments</li> </ul>		
<b>5. STATEMENTS</b>		
<ul style="list-style-type: none"> <li>Bank statements for the full period (1 July to 30 June)</li> </ul>		
<ul style="list-style-type: none"> <li>Interest, maturity and/or deposit statements for all term deposits, including new term deposits which mature in the next financial year</li> </ul>		
<ul style="list-style-type: none"> <li>Share and managed investments - Holding summary or statements confirming the number of equities held at 30 June</li> </ul>		
<ul style="list-style-type: none"> <li>Share investments - All correspondence received from each company i.e. share offers accepted, mergers/ demergers</li> </ul>		
<b>6. OTHER</b>		
<ul style="list-style-type: none"> <li>Details of assets received from the deceased estate:               <ul style="list-style-type: none"> <li>Trust account statements from date of death showing distribution of assets</li> <li>Documentation for assets distributed in-specie</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Legal fees i.e. itemised invoices</li> </ul>		
<ul style="list-style-type: none"> <li>Copy of deceased estate income tax returns i.e. details of income distributions (if not prepared by Vincents)</li> </ul>		
<b>ADDITIONAL INFORMATION / COMMENTS</b>		

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