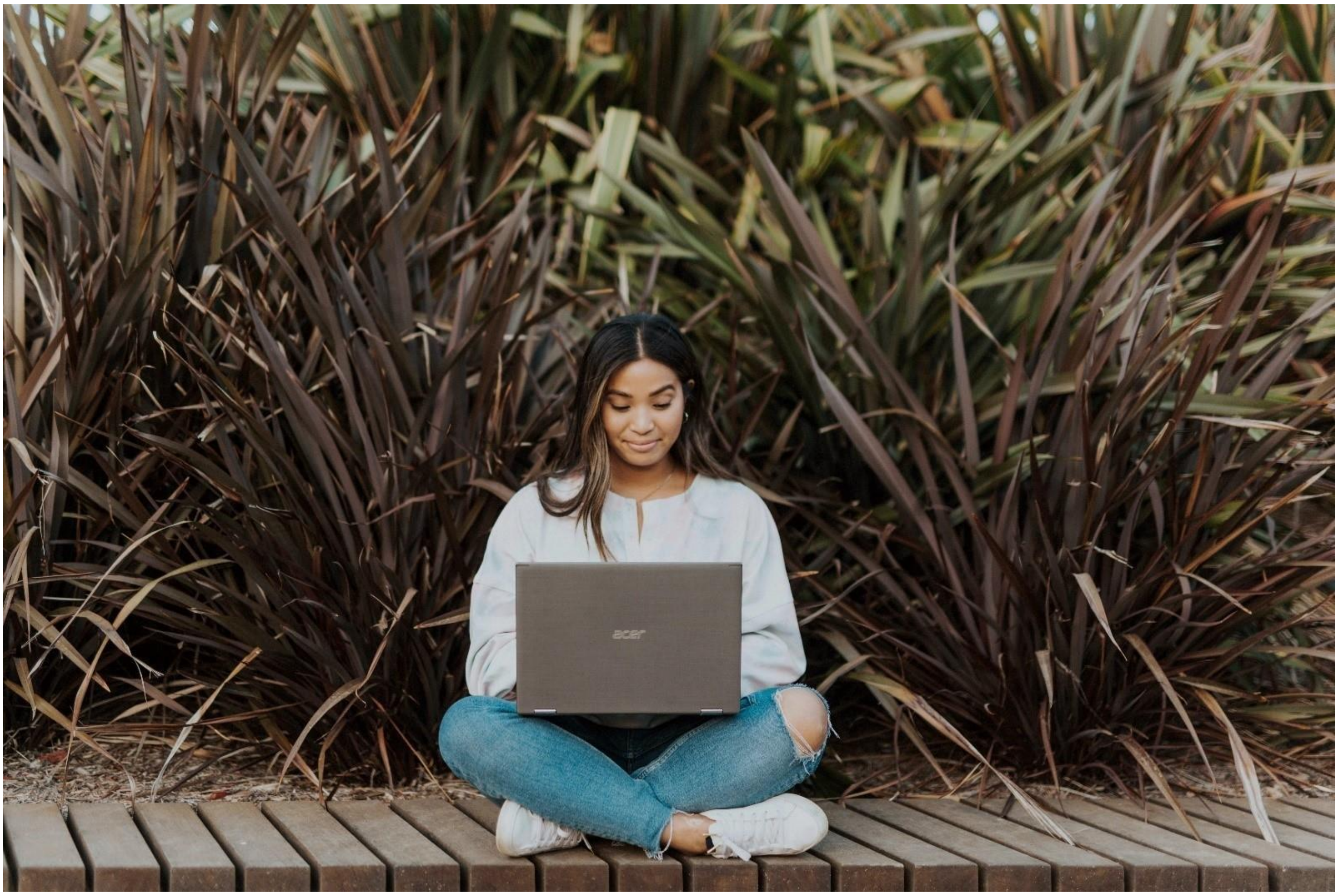

FNSACC522

ASSESSOR GUIDE

Prepare tax documentation for individuals

Assessment 2 of 2

Project

Assessment Details

Task overview

For this assessment, you will need to complete a series of tasks demonstrating your ability to prepare tax documentation for two (2) individuals.

The assessment is divided into ten tasks. Read each task carefully before responding.

- Read each task carefully.
- Conduct any research needed to complete each task.
- Draw on your workplace skills and knowledge to assist with completing each task.
- Provide detailed responses in each task to demonstrate your skills and knowledge specific to each listed point.
- Completing and uploading documents as directed.

Additional resources and supporting documents

To complete this assessment, you will need:

- Accountability Now Preparation of Individual Tax Returns Policies and Procedures
- Amber Tibings Payment Summary
- Robert Tibings Payment Summary
- Bank Account Interest
- Client Details Form
- Depreciation Schedule Template
- Taxpayer Deductions Worksheet
- Income Worksheet
- Individual Tax Checklist
- Laptop Sales Receipt Amber
- Tax Payer Deductions Worksheet

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.

Please consider the environment before printing this assessment.

Tax Practitioners Board (TPB) Tax agent registration

In Australia, if you want to become a tax agent and provide services for a fee or other reward, you must be registered with the Tax Practitioners Board (TPB).

To become a registered tax agent, you must satisfy specific qualifications and experience requirements, which are set out in the Tax Agent Services Regulations 2022 (TASR).

You may apply to register as a BAS agent through one of six pathways (item 201 or 206), depending on your qualifications and experience.

Australian Government | TAX PRACTITIONERS BOARD

Summary of qualifications and experience requirements for tax agent registration (including renewal)

Item	Primary qualification	Board approved courses: Australian taxation law	Board approved courses: Commercial law	Board approved courses: Basic accountancy principles	Relevant experience
201 Tertiary qualifications in accounting	Degree or post-graduate award in accounting (from an Australian tertiary education institution) or award that is Board approved (from an equivalent institution)	Required[1]	Required	Not required	Equivalent of 1 year full-time experience in past 5 years
202 Tertiary qualifications - specialists	Degree or post-graduate award (from an Australian tertiary institution) or degree or award that is Board approved (from an equivalent institution) in a relevant discipline other than accounting	May be required[2]	May be required[2]	May be required[2]	Equivalent of 1 year full-time experience in past 5 years
203 Diploma or higher award in accounting	Diploma or higher award in accounting (from a registered training organisation or equivalent institution)	Required[1]	Required[3]	Not required	Equivalent of 2 years full-time experience in past 5 years
204 Tertiary qualifications in law	Academic qualifications to be an Australian legal practitioner	Required[1]	Not required	Required	Equivalent of 1 year full-time experience in past 5 years
205 Work experience	Not required	Required[1]	Required[3]	Required	Equivalent of 8 years full-time experience in past 10 years
206 Membership of a professional association	Individual is a voting member of a recognised tax agent association	Not required	Not required	Not required	Equivalent of 8 years full-time experience in past 10 years

[1] Must include a component in the *Tax Agent Services Act 2009*, including the Code of Professional Conduct.
[2] May be required if the Board considers it is relevant to the tax agent services you are applying to provide.
[3] If you were previously registered under the *Income Tax Assessment Act 1936* you do not need to complete a Board approved course in commercial law to register or renew under items 203 or 205.

Pathway 203

A Diploma of Accounting meets the TPB Primary qualification requirement.

This unit FNSACC522 Prepare tax documentation for individuals, together with FNSACC601 Prepare and administer tax documents for legal entities, meet the TPB course in Australian taxation law requirement.

To apply to register as a tax agent, you must also complete three additional commercial law units and demonstrate the equivalent of 2 years of full-time experience in the past 5 years.

More information on [Tax agent registration] can be found on the TPB website.

Meeting Education requirements of the Tax Practitioners Board

This assessment is designed to partly meet the education requirements of the TPB course in Australian taxation law requirement, which stipulates that a significant amount (at least 40%) of the assessment must be completed under some form of independent supervision.

Tasks that must be completed under independent supervision are:

1	Task: 1	☐
2	Task: 2	☐
3	Task: 3	☐
4	Task: 4	☐
5	Task: 5	☐
6	Task: 6	☐
7	Task: 7 A	☐
8	Task: 8	☐
9	Task: 9	☐

Please refer to the additional independent supervision instructions.

Case Study:

About Accountability Now

Accountability Now is a boutique accounting firm that provides taxation services to clients in small to medium businesses and individuals across numerous industries, including retail, construction, eCommerce, government, and hospitality.

Your role

For this assessment, you will play the role of Vongai Shava, a registered tax agent with the Tax Practitioners Board working at *Accountability Now*. You are responsible for providing taxation services to individual clients in your current role. You have been assigned two (2) new clients, Robert and Amber Tibings and are required to:

- Gather the client's income and deductions data and verify client, organisational and legislative requirements
- Identify, record and present the client's income tax documentation
- Lodge income tax returns to the Australian Taxation Office (ATO)

Robert Tibings is a pilot with the Australian Defence Force (ADF) stationed at Amberley's RAAF base.

He approached Accountability Now looking for assistance with filing tax returns for the current financial year for himself and his wife, Amber.

For this assessment, you have been provided with additional resources and supporting documents from your simulated workplace, Accountability Now, which you will need to refer to when completing the tasks:

- Accountability Now Preparation of Individual Tax Returns Policies and Procedures
- Amber Tibings Payment Summary
- Robert Tibings Payment Summary
- Bank Account Interest
- Client Details Form
- Depreciation Schedule Template
- Taxpayer Deductions Worksheet
- Income Worksheet
- Individual Tax Checklist
- Laptop Sales Receipt Amber
- Tax Payer Deductions Worksheet

AccountabilityNow
TAX ACCOUNTANTS

Task 1: Consult with clients to determine tax documentation preparation requirements

Task instructions (for the student)

A) Prepare an email to Robert Tibings requesting that he and his wife each complete the Client Details form.docx. Then use the Individual Tax Checklist to determine the tax documentation they will need to send by return email for you to prepare and lodge their tax return.

- Use the email template below and include the file name of the files you will attach.
- Robert has provided you with his email address: r.tibings@gmail.com
- Identify and request three (3) pieces of information that you will need to prepare their tax documentation

(Approximate word count 80 to 100 words)

Assessor instructions Task 1

Students must use the email template below to request the tax documentation needed to prepare and lodge an individual tax return. In addition, they must use clear language and concepts appropriate to the audience to convey and clarify explicit information and requirements. **Marking Criteria** A sample email that could be provided is shown below; however, student answers may vary

To:	r.s@gmail.com
Subject:	Request for Tax Documentation
Body of email:	Dear Amber and Robert, I hope you are well. I am looking after the preparation and lodgement of your tax returns this year and need you to both complete the attached Taxpayers Details.docx form. I will need copies of your: ▪ PAYG payment summaries ▪ Bank statements, and ▪ Work-related deductions Please use the attached checklist to guide you through any other relevant documentation that you will need to send. If you have any questions, please let me know. Warmest regards, Vongai Shava Assistant Tax Agent, AccountabilityNow **Attachments:**

	Client Details.docx Individual Tax Checklist.pdf AccountabilityNow TAX ACCOUNTANTS

Submission instructions

Submit the via the LMS.

B) You receive an email from Robert requesting a face-to-face meeting instead of emailing the requested information.

Following the meeting, Robert and Amber instructed you to complete their tax returns based on the information you provided. See your meeting notes below:

Robert's Mobile	0467 528 569
Amber's mobile	0431 569 852
Robert's Email address	rtibings@gmail.com
Amber's email address	atibings@gmail.com
Robert's Date of birth	30 November 1980
Amber's Date of birth	15 August 1985
Home address	35 Shirley Street Redbank Plains Qld 4301
Postal address	35 Shirley Street Redbank Plains Qld 4301
Robert's TFN	145 258 546
Amber's TFN	111 526 859
Other details	Robert and Amber have been married since 1 July last year and are Australian residents. There are no dependent children.
	Amber has worked as an office administrator from home during the financial year.
	Robert and Amber have kept a diary of their office and stationery expenses.
	They each have a separate bank account as well as a joint account which is: BSB: 633 000 Account number: 54685296

During the meeting, the couple provided the following additional information and receipts (via the myDeductions tool).

	Any tax refunds are to be deposited into their individual personal accounts.

Additional information – Robert	The joint investment account was started three (3) years ago, with each person contributing the same dollar value to the account. Any additional deposits made to the account have been made, with each contributing 50%. In addition, interest has been reinvested into the joint investment account.
	Payment summaries have been provided
	Robert is supplied with a compulsory uniform.
	Robert took four (4) weeks of leave within the financial year.

Additional information – Amber	Amber has no uniform
	Her employer supplies her with a mobile phone.
	She requires access to a reliable computer and some industry-specific software to perform her job.
	During the financial year, she changed her employment status from full-time staff member to part-time and works from home.
	Once a quarter, Amber is required to travel to the office for two (2) days which is located in Sydney.
	When travelling to Sydney for work purposes, Amber stays with family members.
	Her employer reimburses her for flights to and from Sydney.
	While on-site in the office, she is required to wear a high visibility vest, steel cap boots, and safety helmet as she works in the logistics warehouse

Receipts - Amber	
Dry Cleaning	$100 for the laundry of the Hi-Vis Vest (receipt kept)
PPE	Hi-Vis Vest - $25 (receipt kept) Steel cap Boots - $165 (receipt kept) Safety Helmet - $65 (receipt kept)
Office Supplies	$15.60 per month Office 365 (CC receipt) $246 pens and paper – (receipts kept (75% work-related)) $240 Ink – (receipts kept (75% work-related)) Laptop – Purchased 1/7/2021 for $2 000. Uses laptop for work purposes 100% of the time
Internet expenses	$55.00 a month (CC receipt)
Donations	$75 Mater Children's Hospital (receipt kept) $20 Bucket Donation – Surf Lifesaving (no receipt)
Tax Agent Fee	Sydney Tax Specialist $125 (receipt kept)
Income Protection	$600 annual fee to MLC

Receipts - Robert	
Laundry	Single load – twice a week Mixed load – once a week
Dry Cleaning	$15 a month with receipts

Office Supplies	$15.60 per month Office 365 CC receipt (25% work-related) $246 pens and paper – Receipts kept (25% work-related) $240 Ink – Receipts kept (25% work-related)
Mobile Telephone	$44 per month (doesn't go over the cap) – (75% work-related (based on March itemised telephone bill))
Other	Shoes - $170 (no receipt) Haircuts - $160 (receipts kept) Aviation sunglasses - $189 (receipts kept) Shoe polish - $6.50 (diary entry) Torch - $163 (receipt kept)
Donations	RSL - $100 (no receipt) Scout association - $100 (receipt kept)
Tax Agent Fee	Adams accounting - $350 (receipt kept)
Income Protection	$66.00 a month paid to AMP

You will need to download the Client Details Form template for this task.

Using the information provided in the meeting, complete two (2) separate forms for Robert and Amber per the organisation's policy and procedure.

Submission instructions

Save and submit the completed forms as shown below via the LMS.

- Client details form_Robert Tiblings.docx
- Client details form_Amber Tibings.docx

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	The student consulted with the clients to determine tax documentation preparation requirements	☐ S	☐ NYS
2.	The student prepared income tax documentation for two different clients.	☐ S	☐ NYS
3.	The student submitted: • Client details form_Robert Tiblings.docx • Client details form_Amber Tibings.docx	☐ S	☐ NYS

Marking Criteria

The student records information and completes forms accurately using correct spelling, grammar, terminology, and conventions

The completed form must have all relevant information that has been extracted from the meeting and should reflect the examples provided below:

A sample answer is provided below.

Client Details

AccountabilityNow TAX ACCOUNTANTS

Title*	Mr
Surname*	Tibings
First Name*	Robert
Other Names*	
Date of Birth*	30/11/1981
Date of Death (if Applicable)	
Home Address*	35 Shirley St Redbank Plains QLD 4301
Postal Address*	PO BOX 115 Redbank Plains QLD 4301
Mailing Address*	PO BOX 115 Redbank Plains QLD 4301
Telephone Numbers	
Home	
Mobile	0467 528 569
Email Address*	rtibings@gmail.com
Spouse Surname	Tibings
Spouse First Name	Amber
Spouse Date of Birth	15/08/1985
Spouse Address	As above
Tax File Number (TFN)*	145 258 546
Australian Business Number (ABN)	
Bank Details*	
BSB	633-000
Account Number	54685296
Account Name	Robert Tibings
Occupation*	Pilot

Client Details

AccountabilityNow TAX ACCOUNTANTS

Title*	Mrs
Surname*	Tibings
First Name*	Amber
Other Names*	
Date of Birth*	15/08/1985
Date of Death (if Applicable)	
Home Address*	35 Shirley St Redbank Plains QLD 4301
Postal Address*	PO BOX 115 Redbank Plains QLD 4301
Mailing Address*	PO BOX 115 Redbank Plains QLD 4301
Telephone Numbers	
Home	
Mobile	0431569852
Email Address*	atibings@gmail.com
Spouse Surname	Tibings
Spouse First Name	Robert
Spouse Date of Birth	30/11/1981
Spouse Address	As above
Tax File Number (TFN)*	111526859
Australian Business Number (ABN)	
Bank Details*	
BSB	633-000
Account Number	12456852
Account Name	Amber Tibings
Occupation*	Administrator

C) Prepare an email to Robert and Amber Tibings requesting that they confirm that the information you have captured in the Client Detail Forms is correct.

- Use the email template below and include the file name of the files you will attach.

Marking Criteria Students must use the email template below to request confirmation of the information captured in the Client Detail Forms. They must use clear, concise language and concepts appropriate to the audience to convey and clarify explicit information and requirements. These can include: • Clearly stating the purpose for sending the email • Keeping the email brief • Using a reader-friendly font • Using the appropriate tone and language conversing with a client A sample email that could be provided is shown below; however, student answers may vary

To:	r.tiblings@gmail.com
Subject:	Please confirm Client Details
Body of email:	Dear Amber and Robert, I hope you are well. It was wonderful to meet with you both. Before progressing with your taxation documents, can you please check the details I captured during our meeting by return email? If you have any questions, please let me know. Warmest regards, Vongai Shava Assistant Tax Agent, AccountabilityNow AccountabilityNow TAX ACCOUNTANTS **Attachments:** • Client Details Form_Amber Tibings.docx • Client Details Form_Robert Tibings.docx

Task 2: Conduct research to identify updates or additions to tax compliance requirements according to client circumstances

Task instructions (for the student)

A) Using the information provided in the client meeting to investigate tax rulings that apply to Robert and Amber.

Provide one (1) tax ruling for each client; your responses must be specific to each client's occupation.

(Approximate word count 20 to 50 words)

Assessor instructions Task 2

Marking Criteria

The table below must be completed by researching and critically evaluating which legislative requirements will apply to each client.

Students are required to complete the table; responses should paraphrase the model answers in the template provided

Client Name	Tax Ruling & source
Robert	TR95/17 Income tax – Employee work-related deductions of employees of the Australian Defence Force Source:htttps://www.ato.gov.au/law/view/document?DocID=TXR/TR9517/NAT/ATO/00001
Amber	TR93/30 Income tax: Deductions for home office expenses Source:https://www.ato.gov.au/law/view/document?DocID=TXR/TR9330/NAT/ATO/00001

B) The table below includes the updated resident tax rates for the appropriate year.

Marking Criteria

The table below must be completed by researching and critically evaluating which tax rates would be used for their client.

Students are required to complete the table; responses should paraphrase the model answers in the template provided.

Taxable income	Tax on this income

0 – $18,200	Nil, or zero, or 0
$18,201 – $45,000	19 cents for each $1 over $18,200
$45,001 – $120,000	$5,092 plus 32.5 cents for each $1 over $45,000
$120,001 – $180,000	$29,467 plus 37 cents for each $1 over $120,000
$180,001 and over	$51,667 plus 45 cents for each $1 over $180,000

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Provides one (1) tax ruling for each client	☐ S	☐ NYS
2.	Researched and included the updated resident tax rates for the appropriate year	☐ S	☐ NYS

Task 3: Gather current data from authoritative sources, and identify and resolve outstanding information requirements through consultation with clients

Task instructions (for the student)

A) Using the table below, outline one (1) piece of data you would need to gather and identify from the following stakeholders to prepare the tax calculations and documents.

Assessor instructions Task 3

Marking Criteria

The table below must be completed by identifying the required data from each of the listed authoritative sources.

Students are required to complete the table; responses may vary but should paraphrase the model answers in the template provided

Authoritative source	Data Required
myDeductions ATO Tool	Details of client's deductions and receipts
Supervisor	Tax Calculation Template as per Preparation of Individual Tax Returns Policies and Procedures

B) You notice that there are several receipts missing from the myDeductions app:

- Laptop – Purchased 1/7/2021 for $2 000. Uses laptop for work purposes 100% of the time
- $20 Bucket Donation – Surf Lifesaving (no receipt)
- $600 annual fee to MLC
- Shoes - $170 (no receipt)
- Shoe polish - $6.50 (diary entry)
- RSL - $100 (no receipt)

Use the email template below to consult with Robert and request a copy of these receipts.

(Approximate word count 30 - 50 words)

Marking Criteria

The student is to write an email to Robert using the template provided.

A sample email that could be provided is shown below; however, student answers may vary

To:	Robert Tibings
Subject:	Missing Receipts

Body of email:	AccountabilityNow TAX ACCOUNTANTS Dear Robert, I hope you are well. I noticed that there are a couple of receipts missing for yourself and Amber: • Laptop – Purchased 1/7/2021 for $2 000. Uses laptop for work purposes 100% of the time • $20 Bucket Donation – Surf Lifesaving (no receipt) • $600 annual fee to MLC • Shoes - $170 (no receipt) • Shoe polish - $6.50 (diary entry) • RSL - $100 (no receipt) Can you please send them through to me for my records? If you have any questions, please let me know. Warmest regards, Vongai Shava **Assistant Tax Agent, AccountabilityNow**

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Gathered current data from authoritative sources and identified and resolved outstanding information requirements through consultation with clients	☐ S	☐ NYS
2.	Outlines one (1) piece of data needed to prepare the tax calculations and documents	☐ S	☐ NYS
3.	Consulted with the client to request a copy of the receipt via email	☐ S	☐ NYS

Task 4: Identify assessable income and allowable deductions

Task instructions (for the student)

A) Identify assessable income

For this task, you will need to download the Income Worksheet.docx and Bank Account Interest.pdf.

Using the information from the bank account interest file, complete the Income Worksheet by calculating the interest for both Robert and Amber and document the interest from all bank accounts.

Add a screenshot of the complete forms below and save a copy of each client's worksheet as shown below:

- Income Worksheet – Robert Tibings.docx
- Income Worksheet – Amber Tibings.docx

Submission instructions

Submit the via the LMS.

Assessor instructions Task 4

Marking Criteria

Students need to identify that the interest from the investment must be split evenly between both the taxpayers.

A sample answer is provided below.

AccountabilityNow
TAX ACCOUNTANTS

Client Name: Robert Tibings

Item 5 Income – Australian Government Allowances & Payments

Description	Gross Payments	Tax Withheld
Total		

Item 6 Income – Australian Government Allowances & Payments

Description	Gross Payments	Tax Withheld
Total		

Item 10 – Gross Interest Worksheet

Description	Gross Interest	TFN Amounts withheld	Percentage %	Share of Tax withheld	Share of Interest
Joint Account 633 000 456258	$1124.00		50		$562
Total					

Item 11 – Dividend Worksheet

Company or Trust	Total Unfranked	Total Franked	Total Franking credit	Total Withheld	Percent %	Share of Unfranked	Share of Franked	Share of franking Credit	Share of Withheld
Total									

Client Name: Amber Tibings

Item 5 Income – Australian Government Allowances & Payments		
Description	Gross Payments	Tax Withheld
Total		

Item 6 Income – Australian Government Allowances & Payments		
Description	Gross Payments	Tax Withheld
Total		

Item 10 – Gross Interest Worksheet

Description	Gross Interest	TFN Amounts withheld	Percentage %	Share of Tax withheld	Share of Interest
Joint Account 633 000 456258	$1124.00		50		$562
633000 12456852	$68.00		100		$68.00
Total					

Item 11 – Dividend Worksheet

Company or Trust	Total Unfranked	Total Franked	Total Franking credit	Total Withheld	Percent %	Share of Unfranked	Share of Franked	Share of franking Credit	Share of Withheld
Total									

B] Identify allowable deductions

For this task, you will need to download the Taxpayer Deductions Worksheet and review the information provided by Robert and Amber in the case study. Complete the Taxpayer Deductions worksheet for Robert and Amber following:

- The policies and procedures provided in the case study, and
- the relevant tax rulings you identified in Task 3.

Take into consideration:

- Robert has provided you with all of the receipts request in Task 3.
- For calculating the decline in value of the office equipment used for work, use the Depreciation Schedule Worksheet.xls following the legislative requirements outlined by the Australian Taxation Office.

Add a screenshot of the complete forms below and save a copy of each client's worksheet as shown below:

- Taxpayer Deductions Worksheet – Robert Tibings.docx
- Taxpayer Deductions Worksheet – Amber Tibings.docx

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory [S]	Not Yet Satisfactory [NYS]
1.	Calculated client's tax obligations in line with legislative requirements and industry-accepted information-gathering practices	☐ S	☐ NYS
2.	Prepared required documentation in line with statutory and organisational procedures and within established timeframes	☐ S	☐ NYS
3.	Identified assessable income for both clients	☐ S	☐ NYS
4	• Income Worksheet – Robert Tibings.docx	☐ S	☐ NYS
5	• Income Worksheet – Amber Tibings.docx	☐ S	☐ NYS
6	Identified allowable deductions for both clients	☐ S	☐ NYS
7	• Taxpayer Deductions Worksheet – Robert Tibings.docx	☐ S	☐ NYS
8	• Taxpayer Deductions Worksheet – Amber Tibings.docx	☐ S	☐ NYS

Marking Criteria

Students need to identify allowable deductions from the information provided in the case study and complete a Taxpayer Deductions Worksheet for each client. In addition, the Depreciation Schedule Worksheet needs to be completed for Amber Tiblings and the depreciation amount added to the Taxpayer Deductions Worksheet.

A sample answer is provided below.

AccountabilityNow
TAX ACCOUNTANTS

Client Name: Robert Tiblings

D2 Deductions – Work Related Travel Expenses

Description	Amount Claimed
Total	

D3 Deductions – Work Related Uniform or Clothing Expenses

Description	Category Claimed	Amount Claimed
Laundry	C	130.00
Dry Cleaning	C	180.00
Aviation Sunglasses		189.00
Shoe Polish		6.50
Total		$505.50

D5 Deductions – Other Work-Related Deductions

Description	Amount Claimed	Use Depreciation
Torch	163.00	
Pens and Paper	61.50	
Ink	60.00	
Office 365	46.80	
Mobile Phone	396.00	
Total	727.30	

Liz McLardy
Single load – twice a week ($1 x 2) x 52 = $104
Mixed load – once a week 0.50 x 52 = $26
Reply

Liz McLardy
$15 per month x 12 = $180
"dry-cleaning expenses are based on the actual cost you incurred for those services."
Reply

SWIN BUR NE OPEN ED

D9 Deductions – Gifts or Donations

Description	Amount Claimed
RSL	100.00
Scouts	100.00
Total	$200.00

D10 Deductions – Cost of Managing Tax Affairs

Description	Amount Claimed
Adams Accounting	350.00
Total	$350.00

D15 Deductions – Other Deductions

Description	Amount	Related to Financial Investments IT5	Related to Foreign Rental Income IT^	All other Deductions Amount
Income protection	792.00			
Total	$792.00			

Notes

Client Name: Amber Tiblings

D2 Deductions – Work Related Travel Expenses

Description	Amount Claimed
Total	

D3 Deductions – Work Related Uniform or Clothing Expenses

Description	Category Claimed	Amount Claimed
Dry Cleaning	P	100.00
PPE Hi Vis	P	25.00
Steel Cap Boots		165.00
Safety Helmet		65.00
Total		$355.00

D5 Deductions – Other Work-Related Deductions

Description	Amount Claimed	Use Depreciation
Pens and Paper	184.50	
Ink	180.00	
Internet Expenses	660.00	
Office 365	187.20	
Laptop Depreciation		500.00
Total	$1 211.70	$500.00

Liz McLardy
Use Depreciation Schedule to Calculate this first:
$2000 / 4 years
Effective life of laptop 4 years

TR 2021/3 - Income tax: effective life of depreciating assets (applicable from 1 July 2021)
10 September 2022, 9:29 AM
Reply

Depreciation Schedule - Amber Tiblings *30-Jun-22*						
Asset Description	**Cost**	**Date Purchased**	**Useful life***	**Method of depreciation****	**Yearly depreciation**	**Accumulated depreciation**
Laptop	$ 2,000.00	1/07/2021	4	Prime Cost Method	$ 500.00	$ 500.00

Source:
TR 2021/3 - Income tax: effective life of depreciating assets (applicable from 1 July 2021)

D9 Deductions – Gifts or Donations

Description	**Amount Claimed**
Mater Children's Hospital	75.00
Total	**$75.00**

D10 Deductions – Cost of Managing Tax Affairs

Description	**Amount Claimed**
Sydney Tax Specialist	125.00
Total	**$125.00**

D15 Deductions – Other Deductions

Description	Amount	Related to Financial Investments IT5	Related to Foreign Rental Income IT^	All other Deductions Amount
Income protection MLC	600.00			
Total	**$600.00**			

Notes

Task 5: Complete, calculate and record the client's tax obligations according to legislative requirements

Task instructions (for the student)

Download the Tax Calculation Sheet and calculate the payable tax obligations or the refund due to both Robert and Amber.

Enter each client's total payment summary amount and the total deductions from the Taxpayer Deductions Worksheet.

Calculate the tax on taxable income by entering the taxable income amount into the ATO Simple tax calculator:

- Simple Tax Calculator
- Select the year 2021-2022
- Select resident for the full year

Add a screenshot of the complete forms and estimated tax on each client's taxable income from the simple tax calculator.

Save the Tax Calculations Sheets as shown below:

- Task 5 – Tax Calculation Sheet_ Robert Tibings
- Task 5 – Tax Calculation Sheet _Amber Tibings

Submission instructions

Save and submit the completed sheets via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the template for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

	MARKING CRITERIA	Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	The student calculated both client's tax obligations according to legislative requirements and industry-accepted information-gathering practices	☐ S	☐ NYS
2.	The student prepared both client's required documentation according to statutory and organisational procedures and within established timeframes	☐ S	☐ NYS
3.	The student submitted: • Task 5 – Tax Calculation Sheet_ Robert Tibings • Task 5 – Tax Calculation Sheet _Amber Tibings	☐ S	☐ NYS

Assessor instructions Task 5

Marking Criteria

Students must submit a Tax Calculation Sheet for both Robert and Amber that shows either a refund due or an amount Payable

AccountabilityNow
TAX ACCOUNTANTS

Tax Calculation Sheet
Client Name: Robert Tibings

Assessable Income (item 1 - 24)	$137 089			
Less Allowable Deductions (Item D1 - D15)	$2 575			
Equals Taxable Income	$134 514			
Tax on Taxable Income			A	$34 837
Less Non-refundable Tax Offset				
Superannuation Tax Offset	$			
Lump Sum Tax Offset	$			
SAPTO	$			
Beneficiary Tax Offset	$			
Life Assurance Tax Offset.	$			
Total Tax Offsets (not to exceed tax on taxable income)			B	$
Net Tax Payable (Tax on Taxable Income less Total Tax Offsets)		A-B	C	$34 837
Add				
Medicare Levy	$			
Medicare Levy Surcharge	$			
Excess PHIR Entitlement	$			
HELP/SSL/TSL/SFSS Repayments	$			
Total Additions			D	$
Net Tax Payable		C+D	E	$
Less Tax Credits & Refundable Tax offsets				
Tax Withheld	$43 398			
Tax Crdits	$			
PAYG Instalments	$			
TFN Tax	$			
Phi Offset	$			
Education Tax Refund	$			
Franking Credits	$			
Total Tax Credits & Refundable Tax Offsets			F	$43 398
Estimated Tax Payable/Refund				$8 561

Liz McLardy
$136 527 + $562 (interest)
Reply

Simple tax calculator

Result

The estimated tax on your taxable income is $34,837.18

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AccountabilityNow
TAX ACCOUNTANTS

Tax Calculation Sheet
Client Name: Amber Tibings

Assessable Income (item 1 - 24)	$39 288			
Less Allowable Deductions (Item D1 - D15)	$2867			
Equals Taxable Income	$36 421			
Tax on Taxable Income			A	$3 462
Less Non-refundable Tax Offset				
Superannuation Tax Offset	$			
Lump Sum Tax Offset	$			
SAPTO	$			
Beneficiary Tax Offset	$			
Life Assurance Tax Offset.	$			
Total Tax Offsets (not to exceed tax on taxable income)			B	$
Net Tax Payable (Tax on Taxable Income less Total Tax Offsets)		A-B	C	$3462
Add				
Medicare Levy	$			
Medicare Levy Surcharge	$			
Excess PHIR Entitlement	$			
HELP/SSL/TSL/SFSS Repayments	$			
Total Additions			D	$
Net Tax Payable		C+D	E	$3462
Less Tax Credits & Refundable Tax offsets				
Tax Withheld	$3 850			
Tax Crdits	$			
PAYG Instalments	$			
TFN Tax	$			
Phi Offset	$			
Education Tax Refund	$			
Franking Credits	$			
Total Tax Credits & Refundable Tax Offsets			F	$3 850
Estimated Tax Payable/Refund				$388

Liz McLardy
$38 658 + 630 interest
10 September 2022, 9:59 AM
Reply

Simple tax calculator

Result

The estimated tax on your taxable income is $3,461.99

Task 6: Identify any tax issues and conduct research to resolve or refer to a designated authority

Task instructions (for the student)

Before seeking Authority to Lodge from Robert and Amber, you want to ensure that you have addressed all the criteria for lodging the returns per the statutory reporting requirements. Therefore, you seek advice from the principal accountant and Accountability Now, Rachel.

In the spaces provided for you below, draft an email to Rachael. Ask Rachel to evaluate and moderate the decision process you have followed to prepare the returns and seek approval to lodge with the taxation office.

(Approximate word count 80 to 100 words)

Assessor instructions Task 6

Marking Criteria Students will need to request assistance and advice from the principal accountant Rachel to confirm that the returns can be lodged. The Student must use professional conventions, such as salutations and signature lines, for communicating with colleagues. These can include: ▪ Clearly stating the purpose for sending the email ▪ Keeping the email brief ▪ Using a reader-friendly font ▪ Using the appropriate tone and language for a senior colleague A sample email that could be provided is shown below; however, student answers may vary

To:	Rachel
Subject:	Seeking approval to lodge tax returns
Body of email:	Hi Rachel, I have prepared all relevant documentation to lodge the annual returns for Robert and Amber Tibings and have attached it for you to review. Can you double-check that the depreciation has been calculated using the correct method for Amber and that each return meets the compliance and statutory reporting requirements before I lodge them with the ATO? If you could please advise within the next couple of days, that would be great as I need to lodge before the due date. Warmest regards, Vongai Shava

	Assistant Tax Agent, AccountabilityNow AccountabilityNow TAX ACCOUNTANTS

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Identified tax issues and researched to resolve or refer to a designated authority	☐ S	☐ NYS
2.	• Email to seek advice from the principal accountant at Accountability Now	☐ S	☐ NYS

Task 7: Discuss and confirm documentation with a client and obtain the client's signature, authorisation and endorsement, according to legislative requirements

Task instructions (for the student)

Task 7 has two parts:

- A: Write an email
- B: Conduct a phone conversation

Task instructions Part A: Write an email

A. You receive confirmation from Rachel, the principal accountant at Accountability Now, that you have addressed all the criteria for lodging the returns following statutory and organisational requirements.

You now need to advise Robert and Amber of their tax obligations and seek their Authority to Lodge the approved tax returns on their behalf via email. Ensure you attach the tax documentation that you have prepare to support your tax advice.

Research what you are required to include in this declaration for it to satisfy the legislative requirements using the ATO website,

https://www.ato.gov.au/tax-professionals/prepare-and-lodge/managing-your-lodgment-program/client-declarations-and-lodgment-online/

Using the email template below, draft an email to Amber and Robert asking them to complete an electronic declaration.

(Approximate word count 100-120 words)

Assessor instructions Task 7 Part A

Marking Criteria Students will need to research and analyse the data relating to electronic authorisations from Robert and Amber to lodge their tax returns using the guidance of the ATO. The student must use appropriate conventions for communicating with clients. These can include, but are not limited to: ▪ Clearly stating the purpose for sending the email ▪ Keeping the email brief ▪ Uses clear language A sample email that could be provided is shown below; however, student answers may vary

To:	rtibings@gmail.com
Subject:	Seeking approval to lodge tax returns

Body of email:	Hi Robert and Amber, I have prepared all relevant documentation to lodge your tax return and attached it for you to review. I need you both to complete the following declaration before I can lodge your returns. I, [name of business client], authorise [name of agent] to give the [specify the period] activity statement to the Commissioner of Taxation for [entity name]. I declare that the information provided for preparing this activity statement is true and correct. I am authorised to make this declaration. [Insert for emailed declaration] Type full name and date [Insert for paper declaration] Signed: Date: Warmest regards, Vongai Shava Assistant Tax Agent, AccountabilityNow AccountabilityNow TAX ACCOUNTANTS

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

	MARKING CRITERIA	Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Discussed and confirmed documentation with a client to obtain client signature, authorisation and endorsement, according to legislative requirements	☐ S	☐ NYS
2.	• Submitted an email	☐ S	☐ NYS

Task instructions Part B Conduct a phone conversation

B. This assessment is designed to ensure that you can participate in verbal exchanges with clients using active listening and questioning techniques to clarify information and confirm understanding.

You will record a short phone call with a colleague or fellow student role-playing Robert or Amber to demonstrate your verbal communication skills.

The call should be no more than five (5) minutes long and can be recorded as an MP3 file and uploaded to the portal.
Save your Audio File as FNSACC522_AT2_Observation_*Your Name*

Role of Robert or Amber.

No additional information is required to play either Robert or Amber, other than the role play partner is aware that they are playing either character, and they have engaged the student to prepare their tax returns.
The student will explain their call, and all that is required is to respond to questions as if they had received a call from their tax agent.

In your call:

You can call either Robert or Amber, taking on the role of the Assistant Tax Agent at AccountabilityNow, who has been preparing their tax return. In the phone call

- Use your verbal skills such as active listening and questioning techniques to clarify
- Who you are speaking to
- That you have emailed them
- That you require each of them to complete a declaration before you can log their returns
- that they understand that we will not be able to submit their tax return without it
- ensure that they know that the sooner they return the information, the sooner they will receive their tax assessment and possible returns.

Role play instructions

The role-play/meeting must include at least one participant, must not exceed five (5 minutes), and must address all elements of the Observation Checklist below.

In this task, you will participate in a role/play meeting with others. These may be resourced using one of the following options:

1. Peer/s who you are already working with, in the industry your qualification relates to.
2. Fellow student/s who will play the role of a team member. Please contact your fellow student/s via the Discussion Forum and coordinate your role play with them directly.

If you cannot find a participant/s to play the role of the other team member/s, contact your assessor via the Discussion Forum, who will discuss options for pairing up with another student/s to complete this task.

Option 1: Peer/s participant

Should you complete this task with your Peer/s, you must fully brief all participant/s, providing them with the context of the role play/meeting, a role outline to play and a copy of the observation checklist so that they can prepare for the recording.

Peer/s will need to state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student/s participant

Fellow student/s participating in the recording must be provided context to their role and responsibilities in the session and have reviewed the assessment activity and observation checklist to prepare for the recording.

Student/s will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions

Your role play must be recorded with all participant/s captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participant/s at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

Include this recording as part of your assessment submission.

Submission instructions

Save and submit the completed recording via the LMS.

Assessor instructions Task 7: Part B

Purpose of task

This part is designed to ensure that the student participates in verbal exchanges using active listening and questioning techniques to clarify information and confirm understanding.

Marking Criteria

There is no due submission date for this task. However, students may submit this task when they are ready.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

MARKING CRITERIA / OBSERVATION CHECKLIST [To be completed by the assessor when they listen to the audio recording or observe the assessment in real-time as they conduct the assessment]		Satisfactory [S]	Not Yet Satisfactory [NYS]
1.	Discussed and confirmed documentation with a client to obtain client signature, authorisation and endorsement, according to legislative requirements	☐	☐
2.	The student asked open and closed questions	☐	☐
3.	The student clearly and concisely	☐	☐
4.	The student paraphrased to confirm understanding	☐	☐
5.	Listened without interrupting	☐	☐
6.	Used appropriate vocabulary and tone	☐	☐

Task 8: Prepare submission to the Australian Taxation Office (ATO) according to ATO submission requirements

Task instructions (for the student)

As this is a simulated lodgement, you will save Amber and Roberts's tax calculations, supporting documentation and client declarations as PDFs and send them to the ATO for assessment purposes. (30 - 50 words)

Use the email template below:

Assessor instructions Task 8

Marking Criteria
Students must identify the required work outcome and two (2) examples of data required to complete the tasks by filling out the email template below. • The Student must use appropriate conventions for communicating with the ATO. These include: • Clearly stating the purpose for sending the email • Uses clear language • Prepare submission to ATO following the ATO requirements A sample email that could be provided is shown below; however, student answers may vary

To:	ATO
Subject:	Tax Lodgement
Body of email:	Dear ATO, I hope you are well. Please find attached my client's, Robert and Amber Tibing's tax documents ready for assessment. Please also find two client declarations attached. If you have any questions, please let me know. Warmest regards, Vongai Shava **Assistant Tax Agent, AccountabilityNow** AccountabilityNow TAX ACCOUNTANTS

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Prepared submission to Australian Taxation Office in line with ATO submission requirements	☐ S	☐ NYS
2.	• Simulated ATO lodgement for two clients with an email to ATO	☐ S	☐ NYS

Task 9: Advise client of current tax obligations

Task instructions (for the student)

You receive confirmation from the Australian Taxation Office that Robert and Amber's returns have been processed and that they will be receiving a refund of the amounts you calculated.

Email Robert and Amber to advise them of this outcome and notify them that the ATO does perform random audits and what their obligations are if their tax documents are to be audited.

(Approximate word count 100 - 150 words)

Assessor instructions Task 9

Marking Criteria Students must select the statistical tools and techniques they would use to complete the required work outcomes outlined in Task 1 and consider what the report will include (outlined above). Students are to complete the template provided. A sample email that could be provided is shown below; however, student answers may vary

To:	Amber and Robert Tibings
Subject:	Tax Obligations
Body of email:	Dear Amber and Robert, I hope you are well. I have received notification from the ATO that your tax returns have been processed. Therefore, you are both due to receive a refund, and these amounts will be deposited into your bank accounts within the next two weeks. I also wanted to take the opportunity to let you know that the ATO does perform audits on taxation documentation, and in the case that this was to occur, they would explain why they are requesting information and help you to understand the nature of their enquiries. It is nothing to be concerned about; rather, a way to ensure the integrity of the tax system is upheld. If you have any questions, please let me know. Warmest regards, Vongai Shava **Assistant Tax Agent, AccountabilityNow** AccountabilityNow TAX ACCOUNTANTS

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Advised clients of their current tax obligations	☐ S	☐ NYS
2.	• Email to Robert and Amber Tibings	☐ S	☐ NYS

Task 10: Respond to ATO enquiries and meet tax audit requirements, as required

Task instructions (for the student)

Robert and Amber have received a notification letter informing them that the ATO is conducting an audit of their recent tax documentation. They have asked for two specific tax records that were missing from their submission:

1. Receipt for Amber's work laptop
2. Bank statements from the interest calculations for their individual and shared accounts.

They have authorised you to respond to the ATO enquiries and tax audit requirements.

Use the email template below to email the ATO and respond to their request, and send the necessary tax documentation that they have requested.

(Approximate word count 50 to 100 words)

Assessor instructions Task 10

Marking Criteria Students must incorporate the above data to complete the Key Metrics and Investor. A sample email that could be provided is shown below; however, student answers may vary

To:	ATO
Subject:	Tax Documentation Request
Body of email:	Dear ATO, I hope you are well. I have been authorised to act on Amber and Robert Tibing's behalf and respond to your receipt request for tax documentation concerning their 2021-22 tax returns. I have attached the requested copy of the laptop receipt and bank statements. If you have any questions, please let me know. Warmest regards, Vongai Shava **Assistant Tax Agent, AccountabilityNow** • **Attachment: Laptop Sales Receipt Amber**

Submission instructions

Submit the via the LMS.

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

	MARKING CRITERIA	Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	Responded to ATO enquiries as required	☐ S	☐ NYS
2.	• Email the ATO in response to their request for additional tax documentation. • Attachment: Laptop Sales Receipt Amber	☐ S	☐ NYS

Assessment checklist:

Students must have completed all questions and activities within this assessment before submitting. This includes:

1	**Task: 1** • Email to the clients to determine tax documentation preparation requirements	☐
2	**Task: 2** A. Provide one (1) tax ruling for each client B. Research and include the updated resident tax rates for the appropriate year	☐
3	**Task: 3** C. Outline one (1) piece of data needed to prepare the tax calculations and documents D. Identify two (2) outstanding information requirements that must be collected from the client E. Consult with the client to request a copy of the receipt	☐
4	**Task: 4** A) Identify assessable income • Income Worksheet – Robert Tibings.docx • Income Worksheet – Amber Tibings.docx B) Identify allowable deductions • Taxpayer Deductions Worksheet – Robert Tibings.docx • Taxpayer Deductions Worksheet – Amber Tibings.docx	☐
5	**Task: 5** Complete, calculate and record client's tax obligations • Task 5 – Tax Calculation Sheet_ Robert Tibings • Task 5 – Tax Calculation Sheet _Amber Tibings	☐
6	**Task: 6** • Email to seek advice from the principal accountant at Accountability Now	☐
7	**Task: 7** Discuss and confirm documentation with the client, obtain the client's signatures, and authorisation A) Write an email B) Conduct a phone conversation – upload an audio file	☐
8	**Task: 8** Simulate ATO lodgement for two clients with an email to ATO • Robert Tibings • Amber Tibings	☐
9	**Task: 9** Advise client of current tax obligations • Email to Robert and Amber Tibings	☐

10	**Task: 10** • Email the ATO in response to their request for additional tax documentation. • Attachment: Laptop Sales Receipt Amber	☐

Congratulations, you have reached the end of Assessment 2.