

**TAXPAYER PERSONAL INFORMATION**

1	IDENTITY NUMBER	
2	SURNAME	
3	INITIALS	
4	FULL NAMES	
5	POSTAL ADDRESSES	
6	RESIDENTIAL ADDRESS	
7	INCOME TAX NUMBER	
8	WORK TELEPHONE NUMBER	
9	FAX NUMBER	
10	CELL NUMBER	
11	E-MAIL ADDRESS	
11	EMPLOYERS NAME	
12	COMPANY ADDRESS	
13	PERSONAL BANKING DETAILS	

I Hereby authorise Legal Professional Accounting Consultants and staff to handle my tax affairs, related documents and cases on my behalf.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

CLIENT NAME: \_\_\_\_\_  
 INCOME TAX REFERENCE NUMBER: \_\_\_\_\_

**INCOME TAX EXPENSES FORM**

Logbook is compulsory from 01 March 2010 therefore please supply us with a logbook for the 2014 taxyear.

**(ONLY COMPLETE IF YOU RECEIVE A TRAVEL ALLOWANCE)**

VEHICLE EXPENSES	YES	NO
DID YOU FINANCE THE VEHICLE		
OVER HOW MANY MONTHS		
PURCHASE PRICE		
MAKE OF VEHICLE		
YEAR MODEL		
MILAGE AT 01 MARCH 2015		
MILAGE AT 29 FEBRUARY 2016		
	PER YEAR	PER MONTH
VEHICLE INSURANCE		
MAINTANANCE		
PETROL		
TYRES		
PARKING		
TOLL FEES		

**(ONLY COMPLETE IF YOU PAID YOUR MEDICAL CONTRIBUTIONS FROM YOUR BANK ACCOUNT)**

MEDICAL AID		
YOUR OWN CONTRIBUTION	IRP5	
OTHER AMOUNT PAID BY YOU	CASH	

**(ONLY COMPLETE IF YOU RECEIVE COMMISSION INCOME)**

HOME OFFICE EXPENSES (Contractor)	PER YEAR
RENT AMOUNT	
OUTSTANDING BOND	
AVERAGE INTEREST	
DOMESTIC SALARY	
LIGHTS AND WATER	
ARMED RESPONSE	
MAINTANACE COSTS	
SIZE OF HOUSE (m2)	
SIZE OF OUTBUILDING (m2)	
SIZE OF STUDY (m2)	

BUSINESS EXPENSES	PER YEAR
ENTERTAINMENT	
GIFTS	
STATIONERY	
BANK CHARGES	
INTEREST PAID	
BUSINESS ACCOMMODATION	
ADVERTISING	
SUBSCRIPTIONS	
ACCOUNTING FEES	
CASUAL WAGES	
SPOTTERS FEES	
RETIREMENT ANNUITY (TOTAL)	
CELLPHONE	
HOME PHONE	
OTHERS	

OTHER SUNDRY	PER YEAR
COMPUTER PURCHASE PRICE	
COMPUTER PURCHASE DATE	
OFFICE FURNITURE COST	
FURNITURE PURCHASE DATE	

\_\_\_\_\_  
 CLIENT SIGNATURE (True and Correct information)