

A guide to your Advance Tax Statement

2011-2012

The guide gives you step-by-step instructions to help you complete your 2011-2012 Tax return.

Advance Tax Statement

Although we're able to provide you with information about your investment, please be aware, we're unable to give tax advice. This guide provides general information only and should not be regarded as tax advice.

If you require further information to help you complete your Tax return or information about your personal tax position, we suggest you speak to your accountant or tax adviser. Your Advance Tax Statement, together with this guide, forms a payment summary for the purpose of the Taxation Administration Act 1953.

Please keep your Advance Tax Statement and this guide for income tax purposes.

Advance Capital Gains Tax Statement

Did you withdraw, switch or transfer any part of your investment during the financial year? If 'YES', you may receive an Advance Capital Gains Tax Statement in August, containing further information you'll need to complete your tax return.

Where applicable, this guide will highlight when you need to refer to the Advance Capital Gains Tax Statement for further information.

Important details

- The instructions in this guide are only applicable to Australian resident individual investors who hold their investments on capital account.
- If you received an Advance Tax Statement, you may need to complete the 2012 Tax return for individuals (supplementary section).
- If you're not the sole holder of an account, you only need to show your share of income and deductions. For

any account where account holders don't share equally in the income and deductions, you should keep a record to show how you worked out your share.

- If your investment is held in the name of a company, trust, partnership or complying superannuation fund, the information contained in the Advance Tax Statement can be adapted for completing your Tax return.
- We haven't applied the Taxation of Financial Arrangements legislation to your account for the current year. If you believe these provisions apply to your investments, please speak to your accountant or tax adviser to confirm the applicable tax treatment.
- To obtain copies of any of the Australian Taxation Office (ATO) publications referred to in this guide, please phone the ATO publications distribution service on 1300 720 092 or visit the ATO website at www.ato.gov.au.

How to complete your Tax return using your Advance Tax Statement

The following pages take you through completing questions in the Individual tax return instructions supplement 2012 ("ITR instructions supplement 2012") that may be applicable to your individual Tax return.

If you are completing your individual Tax Return electronically by using e-tax, please refer to 'A guide to your Advance Tax Statement (e-tax) 2011-2012' available on our website advance.com.au.

Which Advance statements do you need to complete your Tax return?

If during the 2011-2012 financial year you:	Advance statements needed
were in one fund only	Advance Tax Statement Summary (enclosed).
were in more than one fund	Advance Tax Statement Summary (on the front page of your enclosed statement) which incorporates all your Advance funds. Please note that 'tax components by fund' are on the following pages of your statement.
had more than one investor number	Advance Tax Statement Summary for each separate investor number.
withdrew, switched or transferred your investment	Advance Tax Statement Summary plus your Advance Capital Gains Tax Statement and guide which will be sent in August (if applicable).

Non-primary production income

Question 13 pages s2 to s4 of the ITR instructions supplement 2012

Step 1

Add the amount of non-primary production income (13 **U**) on your statement summary to any other non-primary production income you received from other trust investments.

Step 2

Write the total income at 13 **U** of your 2012 Tax return for individuals (supplementary section). If this amount is a loss, write 'L' in the small box to the right of this figure.

Step 3

Add together any deductions you can claim in respect of non-primary production income that you recorded at 13 **U**.

Step 4

Write the total deductions at 13 **Y** of your 2012 Tax return for individuals (supplementary section).

Step 5

Add the amounts at 13 **O** and 13 **U** (or subtract loss amounts) and subtract the amounts at 13 **J** and 13 **Y**.

Step 6

Write this amount in the 'Net non-primary production distribution' box beneath 13 **Y**. If this amount is a loss, write 'L' in the small box to the right of this figure.

Please note:

The types of deductions you can claim are shown on page 33 of the ITR instructions 2012.

Franking credits

Question 13 Page s4 of the ITR instructions supplement 2012

Step 1

Add the amount of franking credits (13 **Q**) on your statement to any franking credits you received from other trust or partnership investments. Don't include any franking credits from direct share investments.

Step 2

Write the total franking credits at 13 **Q** of your 2012 Tax return for individuals (supplementary section).

Please note:

Franking credits shown on your Tax return will reduce the tax payable on your income or may be refunded to you.

If you don't need to lodge a Tax return, you may be able to claim a refund of franking credits. You'll need to obtain a copy of the refund of franking credits application form from the ATO.

If you disposed of units in the trust within 45 days of buying units (excluding the purchase and disposal days), you may not be able to claim all of your franking credits, unless the total franking credits you're claiming from all sources for the year is \$5,000 or less.

TFN withholding credits

Question 13 Page s4 of the ITR instructions supplement 2012

Step 1

Add the amount of tax file number (TFN) withholding credits (13 **R**) on your statement to any TFN withholding tax deducted from other trust or partnership investment income.

Step 2

Write the total at 13 **R** of your 2012 Tax return for individuals (supplementary section).

Please note:

TFN withholding tax is deducted from distributions at the rate of 46.5% where we didn't receive a TFN, Australian Business Number (ABN) or TFN exemption. The tax withheld should be offset against the tax payable on your income when the TFN withholding tax amounts are included in your Tax return.

Managed investment trust withholding tax

If you've informed us that you're a non-resident of Australia for tax purposes, you may have had Managed Investment Trust (MIT) withholding tax deducted from distributions you received. The relevant MIT withholding tax rate depends on your country of residence for tax purposes.

For the 2012 income year, the rate is 7.5% for residents of 'Exchange of Information' countries and 30% for residents of all other countries.

Please note:

The amount includes tax withheld by the Fund's trustee from certain Australian sourced components, including other income and capital gains from taxable Australian real property (TARP). Capital gains from non-taxable Australian real property (NTARP) will generally not be subject to MIT withholding tax when paid to a non-resident investor.

MIT withholding tax will only be deducted from distribution you receive if you were a non-resident for all or part of the year.

It's important you advise us of changes to your residency status as this may affect the amount of MIT withholding tax deducted from distributions you receive.

Capital gains

Question 18, pages s11 and s12 of the ITR instructions supplement 2012

If an asterisk symbol (*) appears on your statement summary for capital gains, please refer to the Advance Capital Gains Tax Statement that you'll be sent in August to complete the capital gains section of your Tax return. Please refer to the note in this section for additional information and ignore the steps below.

Step 1

If you made no capital gains or losses during the year (including any other capital gains you have from other sources) write X in the 'NO' box at 18 **G** of your 2012 Tax return for individuals (supplementary section).

Step 2

If you only have capital gains and losses from shares, units in a unit trust or managed investment fund, you'll need the ATO's 'Personal investors guide to capital gains tax 2011-2012' (NAT 4152). If you have capital gains and losses from other sources, you'll need the ATO's 'Guide to capital gains tax 2011-2012' (NAT 4151)(CGT guide) available from the ATO website.

Step 3

If there's a capital gain at 18H on your statement summary, write X in the 'YES' box at 18 **G** of your 2012 Tax return for individuals (supplementary section).

Step 4

Add the amount of total current year capital gains (18H) on your statement to any other capital gains you have from other sources.

Step 5

Write the total current year capital gains at 18 **H** of your 2012 Tax return for individuals (supplementary section).

Step 6

If total current year capital gains are more than the total current year and net prior year capital losses, you've made a net capital gain. Use the CGT guide to help you calculate your net capital gain to include at 18 **A** of your 2012 Tax return for individuals (supplementary section).

Step 7

If total current year capital gains are less than the total current year and net prior year capital losses, you have a net capital loss. Write this amount at 18 **V** of your 2012 Tax return for individuals (supplementary section).

Please note:

Capital losses from the current year and net capital losses from previous years can be offset against current year capital gains. You can choose the order in which capital gains are reduced by current year capital losses, and then any previous year net capital losses. As a general rule, it's better to offset capital losses against non discounted capital gains first.

If you've withdrawn, switched or transferred any part of your investment during the year, you may receive an Advance Capital Gains Tax Statement in August containing further information you'll need to complete your return. This statement will show the capital gain components received from distributions as well as your own capital gains or losses on withdrawing, switching or transferring units. You won't be able to complete question 18 of the ITR instructions supplement 2012 until you receive this statement.

Capital Gains Tax schedule

You may be required to complete a Capital Gains Tax (CGT) schedule 2012 (NAT 3423) if your total current year's capital gains or losses are greater than \$10,000 and you aren't lodging a paper Tax return. We suggest you speak to your accountant or tax adviser or refer to the CGT guide available from the ATO website to assist you in completing the CGT schedule 2012.

Foreign income

Question 20, Part D and E, pages s16 and s17 of the ITR instructions supplement 2012

Step 1

Using the foreign income information on your statement summary, add the amount of foreign income to any foreign income you received from other sources.

Step 2

Follow Part D steps 1–4 on page s16 of the ITR instructions supplement 2012 to calculate the amount of other net foreign income.

Step 3

Write the amount of other net foreign income at 20 **M** of your 2012 Tax return for individuals (supplementary section).

Step 4

Follow Part E on page s17 of the ITR instructions supplement 2012 to calculate the amount of assessable foreign income.

Step 5

Write the amount of your assessable foreign income at 20 **E** of your 2012 Tax return for individuals (supplementary section).

Foreign income tax offsets

Question 20, Part G, pages s17 and s18 of the ITR instructions supplement 2012

Please refer to the ATO's publication 'Guide to foreign income tax offset rules' [NAT 72923] [FITO guide] to work out if you have 'pre-commencement excess foreign income tax'.

Step 1

If in your statement summary, there's a foreign income tax offset amount and this amount together with the total amount of foreign tax you paid for the 2012 income year from other sources as well as any 'pre-commencement excess foreign income tax' didn't exceed \$1,000, then write the amount at 20 **O** of your 2012 Tax return for individuals (supplementary section).

Step 2

If the total amount of foreign income tax you paid for the 2012 income year from all sources as well as on your statement summary and any 'pre-commencement excess foreign income tax' exceeded \$1,000, you should follow the 'FITO guide' to work out the amount of foreign income tax offset you're entitled to claim. Once you've worked it out, write this amount at 20 **P** of your 2012 Tax return for individuals (supplementary section).

Australian franking credits on New Zealand dividends

Dividends received from New Zealand companies may have Australian franking credits attached however, for the year ended 30 June 2012, we haven't been advised of any Australian franking credits

by New Zealand companies. Accordingly, record zero at 20 **F** of your 2012 Tax return for individuals (supplementary section) unless you've received a New Zealand dividend with Australian franking credits attached from another source.

Management fee rebate

Question 24, pages s21 to s23 of the ITR instructions supplement 2012

Step 1

If applicable, add the amount of management fee rebate (24 **V**) on your statement summary to any other management fee rebates you received from other trust investments.

Step 2

Follow the instructions on pages s21 to s23 of the ITR instructions supplement 2012 to calculate your total category 2 income.

Step 3

Write this amount at 24 **V** of your 2012 Tax return for individuals (supplementary section).

If applicable, the management fee rebate shown on your Advance Tax Statement is the total of the rebates paid to you during the year 1 July 2011 to 30 June 2012 (reported on a cash basis). If you're required to report this on your Tax return using a different basis (eg accruals), please adjust this amount accordingly.

Important details about your Advance Tax Statement

What does the enclosed statement show?

- The taxable components of the distributions paid by the Advance Funds to you for the year ended 30 June 2012 (eg your September 2011, December 2011, March 2012 and June 2012 distributions). Your June 2012 distribution must be included in your 2012 Tax return even though you received it in July. You must include all these distributions whether they've been banked, sent to you by cheque or reinvested.
- Any net capital gains you received where a Fund disposed of any of its investments. These are passed on to you in your distribution and as an investor in the Fund, you need to account for them in your Tax return. If you also withdrew, switched or transferred any part of your investment during the year, these distributed capital gains won't be shown on the Advance Tax Statement. You may receive an Advance Capital Gains Tax Statement in August containing this information, as well as the capital gain or loss you made on the disposal of any of your investments.

Adviser fees

If you've incurred adviser fees in the year ended 30 June 2012 in relation to your Advance Funds, these expenses haven't been included in your Advance Tax Statement. Please calculate these expenses and include them at item (13 **Y**) of your 2012 Tax return for individuals (supplementary section) to the extent that they are allowable deductions.

However, do not include adviser fees at item 13Y to the extent that you have included them, or will include them, in

the cost base of units you hold or have disposed of in Advance funds.

Company and Superannuation Fund investors

The net capital gains shown on your Advance Tax Statement Summary in relation to Company and Superannuation Fund investors have been calculated after applying the CGT discount percentage against the total capital gains. The discount percentage applied is as follows:

- 33¹/₃% for Complying Superannuation Funds
- 50% for Non-Complying Superannuation Funds
- nil for Companies.

Is your accountant or tax adviser helping you complete your Tax return?

If yes:

- provide them with your statement and this guide to help them complete your return easily and efficiently
- if you need us to send copies of your statement and this guide to your accountant or tax adviser, please call our Contact Centre on 1800 819 935.

Other information

If your statement shows tax-free, tax-deferred, tax-exempt, return of capital or CGT concession amounts, these components are generally not assessable for income tax purposes, so you don't need to include them in your Tax return. When you dispose of your investment, these amounts may affect your capital gain or loss. We suggest you speak to your accountant or tax adviser for further

details when you consider the disposal of your investment.

Non-resident withholding tax

If you make any payments to an entity whose address or place of payment is outside Australia, you may be required to withhold an amount from such payments if they are attributable to certain components included in distributions you receive as a unitholder of an Advance MIT. You can obtain distribution component information from our website advance.com.au.

Can anyone use this guide?

While most Australian resident individual investors (including joint holders) should be able to use this guide to complete their Tax return, there are some instances where this guide may not be appropriate. For example:

- you've changed your residency status during the year or since acquiring your units
- you're a foreign resident subject to Australian tax
- you treat your investments on revenue account
- this investment is a joint account and one of the joint account holders has died during the year ended June 2012 or an earlier year where we have only been notified of such death during the year ended 2012.

Contact Centre: 1800 819 935

Adviser Services: 1300 361 864

advance.com.au

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