

# BEFORE YOU BEGIN

## NetTax Client Guide No. 1

### Australian Residents & Australian Expatriates



#### Welcome to NetTax

Preparing your Australian Individual Tax Return should be straightforward, secure and professionally managed.

To assist our clients, NetTax Pty Ltd has developed a secure online platform that guides you through each stage of your tax return—from registration and authorisation through to the secure submission of your supporting documents.

This guide explains how the process works, what information you may need, and how to prepare before beginning your registration.

Our objective is simple:

**To provide a secure, efficient and professional taxation service.**



Estimated  
Reading Time  
**5 MINUTES**



#### Begin Your Registration

Scan the QR Code or visit  
[https://nettax.solutions/  
AU/nettax-client-registration.html](https://nettax.solutions/AU/nettax-client-registration.html)



NetTax Pty Ltd  
Registered Tax Agent & CPA Practice

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# BEFORE YOU BEGIN

## Before commencing your registration please ensure:

- Your personal information is current.
- Your email address is active.
- Your telephone number is current.
- You have gathered your tax documents.
- Your scanned documents are clear and easy to read.
- You have read our Privacy Policy.
- You have read our Terms & Conditions.
- You have reviewed our Digital Tax Guide.

## Documents You May Need



Personal Identification



Employment Income



Bank Interest



Investments



Rental Property



Work Related Expenses



Private Health Insurance



Superannuation



Overseas Income (Expatriates)



Other Supporting Documents

## Your NetTax Journey



1

Registration & Authorisation



2

Receive NetTax Client ID



3

Karen Reviews Registration



4

Secure Passcode Issued



5

Secure Tax Return



6

Upload Supporting Documents



7

Professional Review



8

ATO Lodgement



# CLIENT TAX RETURN CHECKLIST

 PERSONAL DETAILS	 EMPLOYMENT	 INVESTMENTS
<ul style="list-style-type: none"><li><input type="checkbox"/> Tax File Number (TFN)</li><li><input type="checkbox"/> Driver Licence</li><li><input type="checkbox"/> Passport (if applicable)</li><li><input type="checkbox"/> Address</li><li><input type="checkbox"/> Telephone</li><li><input type="checkbox"/> Email Address</li><li><input type="checkbox"/> Bank Details</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> PAYG Income Statements</li><li><input type="checkbox"/> Salary &amp; Wages</li><li><input type="checkbox"/> Bonuses</li><li><input type="checkbox"/> Government Payments</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Bank Interest</li><li><input type="checkbox"/> Dividend Statements</li><li><input type="checkbox"/> Managed Funds</li><li><input type="checkbox"/> Capital Gains</li><li><input type="checkbox"/> Cryptocurrency</li></ul>
 RENTAL PROPERTY	 WORK RELATED EXPENSES	 OTHER INFORMATION
<ul style="list-style-type: none"><li><input type="checkbox"/> Rental Income</li><li><input type="checkbox"/> Loan Interest</li><li><input type="checkbox"/> Rates</li><li><input type="checkbox"/> Insurance</li><li><input type="checkbox"/> Repairs &amp; Maintenance</li><li><input type="checkbox"/> Depreciation Schedule</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Motor Vehicle</li><li><input type="checkbox"/> Uniforms</li><li><input type="checkbox"/> Tools &amp; Equipment</li><li><input type="checkbox"/> Internet</li><li><input type="checkbox"/> Telephone</li><li><input type="checkbox"/> Home Office Expenses</li><li><input type="checkbox"/> Self Education</li><li><input type="checkbox"/> Professional Memberships</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Donations</li><li><input type="checkbox"/> Private Health Insurance</li><li><input type="checkbox"/> Superannuation</li><li><input type="checkbox"/> Income Protection</li><li><input type="checkbox"/> Previous Tax Agent Fees</li></ul>



## AUSTRALIAN EXPATRIATES

- Foreign Income
- Overseas Tax Paid
- Residency Information
- Overseas Investments
- Foreign Bank Interest



## FINAL CHECK

- Registration completed
- Information is accurate
- Documents are readable
- Privacy Policy has been read
- Terms & Conditions accepted



# READY TO BEGIN?

## Thank you for choosing NetTax Pty Ltd.

We appreciate the opportunity to assist you with your Australian Individual Tax Return.

Our secure online system has been designed to provide a professional, efficient and confidential service.

Should additional information be required, our team will contact you during the review process.



### NEED ASSISTANCE?



NetTax Pty Ltd  
Registered Tax Agent & CPA Practice



<https://nettax.solutions>



Scan the QR Code  
or visit our website

## NETTAX DIGITAL PLATFORM

Developed by Auscomdigital for and on behalf of NetTax Pty Ltd

The NetTax Digital Platform has been designed to provide Australian Individual Taxpayers and Australian Expatriates with a secure, structured and professional online tax preparation experience.

Digital workflow, client experience and platform architecture developed by Auscomdigital in collaboration with Lucipedia AI (OpenAI).

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**AUSCOMDIGITAL**  
SOLUTIONS THAT DELIVER



## Take the Stress Out of Tax Time with Karen Gillard

### Your Trusted Australian Tax Agent

As tax season approaches, many Australians find themselves overwhelmed by paperwork, deadlines, and ever-changing regulations. For local residents and business owners, there's a reliable solution close to home – Karen Gillard, an experienced Australian Tax Agent offering professional accounting services you can trust.

Karen is committed to helping clients simplify their finances while ensuring they receive the maximum return they're entitled to. With a personalised approach and strong attention to detail, she makes tax time straightforward and stress-free.



*Karen Gillard*  
Australian Tax Agent

#### EXPERT SUPPORT YOU CAN RELY ON





Whether you're an employee, sole trader, investor, or small business owner, Karen provides tailored tax solutions to suit your individual needs.

Her goal is simple: to make tax clear, compliant, and beneficial for every client.

From individual tax returns to more complex financial matters, every service is delivered with accuracy and care.



#### WHY LOCALS CHOOSE KAREN GILLARD



-  Personalised, one-on-one service
-  Maximised deductions and returns
-  Up-to-date knowledge of ATO regulations
-  Reliable support all year round

#### MORE THAN JUST ACCOUNTING

Karen believes that great service goes beyond numbers. She builds lasting relationships with her clients, offering clear advice and ongoing support to help them feel confident about their financial future.

#### BOOK YOUR APPOINTMENT TODAY

Don't let tax time become a burden. With Karen Gillard, you'll receive professional, reliable service tailored to your needs.

-  Call today to arrange your consultation
-  Proudly serving the local community

