**CHECKLIST AND QUESTIONNAIRE FOR INTERNATIONAL/OVERSEAS STUDENTS**

Documents Needed:

1. Identification – eg Student Identification Card, drivers licence, passport.
2. PAYG Payment Summary or Group Certificate from each employer you worked for this financial year.
3. Final payslip.
4. We may ask for receipts for deductions that you may claim on your tax return, but we will advise you in due course.

**Personal Information**

|  |
| --- |
| Surname: |
| Given Names: |
| Country/Citizenship/Nationality: |
| Telephone/Mobile Number: |
| Email address: |
| Australian Address: |
| Date of Birth: |
| Name of university or college where you currently enrolled here in Australia: |
|  |

Have you applied for refunds for any tax years to the ATO before? \_\_\_yes \_\_\_no

How did you hear about Cruz & Co?

**Employment Information**

|  |
| --- |
| Company Name:  |
| Occupation / Job title: |
| Started: |
| Finished: |
| City/Town: |
| Email/Contact Numbers: |

\*If have 2 or more employers, please provide information on different sheet.

 **Residency in Australia**

Are you planning on staying in Australia for 6 months or more? \_\_\_yes \_\_\_no

Any plan living in Australia and apply to become an Australian Citizen? \_\_\_yes \_\_\_\_no

E-mail the completed form with any relevant documentation and payslips to info@cruzandco.com.au