**Option 2: Detailed template**

AFSL / CAR Address

ABN XX

Authorised Rep of XX

AFSL No. XX

ABN XX

**Itemised Addendum to Invoice [Invoice No]**

**Client names**

This itemised addendum breaks down the initial financial planning advice fees for invoice number XXXX paid in the 2024/25 Financial Year for Client1 and Client2 for advice provided by [Adviser Name] ([Company Name]), authorised representatives of [Licensee Name], AFS Licence No [Number].

**Summary Of Fees**

|  |  |  |
| --- | --- | --- |
| Total initial advice fee paid |  | $8,800 |
| Advice fees not related to tax affairs |  | $2,860 |
| Advice fees paid via superannuation |  | Nil |
| Advice fee related to tax affairs |  | **$5,940** |
| Estimated deductible portion for | Client1 s 25-5 ($2,720)  s 8-1 ($140) | $2,860 |
| Estimated deductible portion for | Client2 s 25-5 ($2,720)  s 8-1 ($360) | $3,080 |

The figures above include GST

**Breakdown and Summary of Advice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strategy categories | Summary of why advice was related to tax affairs | Weighting of strategy to advice  (0-100%) | Proportion deductible | Estimated tax deduction ($) |
| Bank acct structures | Use of mortgage offset accounts reduces assessable income and tax obligations (s 25-5) | 5% | 20% | 88.00 |
| Budgeting | Not related to tax affairs | 5% | Nil | - |
| Financial modelling | Financial modelling that considered and calculated the tax payable now and over time for all strategies (s 25-5) | 10% | 100% | 880.00 |
| Product switches | Not related to tax affairs | 5% | Nil | - |
| Super contribution | Considered existing and proposed superannuation contributions and its impact on taxable income and the taxation of those funds in the superannuation environment in comparison to the personal tax environment (s 25-5) | 10% | 100% | 880.00 |
| Investment (shares, managed funds etc.) | Investment ownership considerations: understanding existing tax situation, considering alternative options and their tax implications specifically around not investing (paying off debt) family trusts, capital gains and taxable income and recommendations for personally held investments with consideration to taxable income (s 8-1 and s 25-5) | 20% | 80% | 1,408.00 |
| Investment & education bond | Investment ownership considerations: understanding existing tax situation, considering alternative options and their tax implications specifically around not investing (paying off debt) family trusts, capital gains and taxable income and recommendations for personally held investments with consideration to taxable income (s 25-5) | 20% | 80% | 1,408.00 |
| Recurring investment | Investment ownership considerations: understanding existing tax situation, considering alternative options and their tax implications specifically around not investing (paying off debt) family trusts, capital gains and taxable income and recommendations for personally held investments with consideration to taxable income (s 25-5) | 10% | 80% | 704.00 |
| Personal insurance | Client2 income protection is tax deductible and makes up approx. half of their total premium (s 8-1). Advice on life/TPB insurance is *tax (financial advice)* as cover is held inside superannuation fund (s 25-5) | 10% | 65% | 572.00 |
| Estate planning | Not related to tax affairs | 5% | Nil | - |
|  | **TOTAL** | **100%** |  | **$5,940** |

The figures above include GST.