

Tax Return Deduction Checklist

Name: _____

Occupation: _____

Year ended 30 June 20 _____

D1 WORK RELATED CAR EXPENSES - cents per km

Car Make and Model _____
TOTAL KM (max 5000) _____

TOTAL \$0.72 from 01/07/2020 _____

Did you have a log book? If yes provide list of all expenses
And a copy of the log book.

D2 WORK RELATED TRAVEL EXPENSES

- Parking _____
- Tolls _____
- Taxis _____
- Hire Car _____
- Air Fares _____
- Accommodation _____

TOTAL \$ _____

D3 WORK RELATED UNIFORMS / PROTECTIVE CLOTHING

- Uniform must be registered logo uniform, protective or occupation specific (\$0.50 per mixed load/ \$1 for separate load for Laundry)
- Laundry of Deductible Uniform Items (max \$150) _____
- Dry Cleaning of Deductible Uniform Items _____
- Protective Clothing _____
- Compulsory Uniforms _____
- Non-Compulsory Uniforms _____

TOTAL \$ _____

D4 SELF-EDUCATION

- Text Books _____
- Student Union Fees _____
- Stationery _____
- Course Fees (Excluding HECS) _____
- Travel Expenses (Travel to and From Uni or Tafe) _____
- Decline in Value of Equipment (Eg Computer)
Purchase date ____/____/____
Study related usage % _____
- Accommodation & Meals (if overnight stay is required for work related study activities) _____
- Running Costs for a room set aside for work related study (eg heating/cooling, lighting, excl occupancy costs) _____
- Interest on Moneys Borrowed, where funds are Used to Pay for Self-Education Expenses _____

D5 OTHER WORK RELATED EXPENSES

A. Work Related Tools less than \$300 _____

B. Work Related Tools more than \$300 _____

Purchase date ____/____/____

Purchase date ____/____/____

B. Work Related Union Dues, Professional Fees & Subscriptions

• Internet Total Annual Cost \$ _____
Work related usage % _____

• Home Phone Total Annual Cost \$ _____
Work related usage % _____

• Mobile Phone Total Annual Cost \$ _____
Work related usage % _____

- Paper and printer cartridges _____
- Software _____
- Computer accessories _____
- Computer Repairs/upgrades _____
- Batteries _____
- Stationery (Diary; Pens etc.) _____
- Home Office
From 1/7/19 – 29/02/2020 @\$0.52ph
From 1/3/19 – 30/06/2021 @\$0.80ph

• Power boards _____

• Sunglasses Cost \$ _____ Pvt% _____

• Sun protection _____

• Computer Cost \$ _____
Purchase Date ____/____/____
Work related usage % _____

• Other – explain _____

T5. Private Health Insurance (all dependents must be covered incl spouse) Y / N _____

IT7. Did you pay child support? Y / N _____

Amount: _____

Number of dependants (under 21)

• **Do you have a HELP/SFSS debt?** Y / N _____

Amount: _____

• **Do you have a Spouse?**

If yes we need spouse' full name, _____

D.O.B _____

Taxable Income for the year _____

Donations – you must have receipts

Income Protection Insurance _____

D12. Personal Superannuation Contributions

If yes, please forward acknowledgment letter from your Superannuation fund _____

Remember you must apportion all your deductions for any private usage