

Occupation: TEACHER

Tax Return Deduction Checklist

Name: _____

Year ended 30 June _____

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

▪ Traditional Uniform (Cap, White Uniform Dress, Cardigan,
Special Non-Slip Shoes) _____

▪ Laboratory Coats _____

▪ Aprons _____

▪ Special Non-Slip Shoes (as part of non traditional uniform) _____

▪ Laundry of Deductible Uniform Items _____

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

(i.e. Dedicated Stopwatches)

A. Work Related Tools less than \$300 _____

Work Related Tools more than \$300 _____

Purchase date ____ / ____ / ____

Purchase date ____ / ____ / ____

B. Professional Fees & Subscriptions

Australian Early Childhood Association _____

Teachers Union _____

Professional Fees _____

Subscriptions _____

C. Other Expenses

• 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 _____

• Filing Tray, Draw Organiser _____

• Power Boards, Extension Leads _____

• Stationery (Diary; Pens etc.) _____

• Repairs to Tools and Equipment _____

• Logbooks _____

• 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