

**YOUR QUICK CHECKLIST**

**INCOME / RECEIPTS**

- Payment summaries for salary and wages (if provided by your employer(s))
- Lump sum and termination payments
- Government pensions and allowances
- Other pensions and/or annuities
- Allowances (e.g., entertainment, car, tools)
- Interest, rent and dividends
- Distributions from partnerships or trusts
- Details of any assets sold that were either used for income-earning purposes or which may be liable for capital gains tax ('CGT')

**OTHERS**

- Superannuation contributions
- Sun protection items
- Tax agent fees
- Telephone expenses (business)
- Tools of trade

**EXPENSES / DEDUCTIONS**

- Award transport allowance claims
- Bank charges on income-earning accounts (e.g., term deposits)
- Bridge/road tolls (travelling on business)
- Car parking (when travelling on business)
- Conventions, conferences and seminars
- Depreciation of library, tools, business equipment (incl. portion of home computer)
- Gifts or donations

**RENTAL PROPERTY EXPENSES**

- Advertising expenses
- Council/water rates
- Insurance
- Interest
- Land tax
- Legal expenses/management fees
- Genuine repairs and maintenance
- Telephone expenses

**HOME OFFICE EXPENSES**

- Cleaning
- Cooling and heating
- Depreciation of office furniture
- Lighting
- Telephone and internet

**INTEREST & DIVIDEND DEDUCTIONS**

- Account keeping fees
- Ongoing management fees
- Interest on borrowings to acquire shares
- Advice relating to changing investments (but not setting them up)
- Interest on loans to purchase equipment or income-earning investments
- Motor vehicle expenses (business/work related)
- Overtime meal expenses

**CRYPTO**

- Your full Crypto trading Tax ready report.

**COMMON INDIVIDUAL CLAIMS**

**[BOOK YOUR ONLINE TAX APPOINTMENT HERE](#)**

The following outlines common types of deductible expenses claimed by individual taxpayers

**CLOTHING EXPENSES**

- Compulsory (or non-compulsory and registered) uniforms & occupation specific & protective clothing
- Other expenses associated with such work related clothing, such as dry cleaning, laundry and repair expenses.

**SELF-EDUCATION EXPENSES**

- Course fees (but not HECS-HELP fees), student union fees, and tutorial fees
- Interest on borrowings used to pay for any deductible self education expenses.
- Stationery and text books (i.e., those which are not required to be depreciated).

**OTHER WORK-RELATED EXPENSES**

- Union fees
- Subscriptions to trade, professional or business associations
- Magazine and professional journal subscriptions
- Seminars and conferences; and income protection insurance (excluding death and total/permanent disability).

**DEPRECIABLE PLANT**

- Income-producing assets costing \$300 or less
- Books and trade journals
  - Briefcases/luggage or suitcases
  - Calculators or electronic organisers
  - Electronic tablets
  - Software
  - Stationery
  - Tools of trade