



Potential Work-Related Deductions Checklist 2011

Client name: _____ Email: _____

Potential Deductions	Supplied	N/A
1. Motor vehicle expenses (if using method other than cents per kilometre) including;	<input type="checkbox"/>	<input type="checkbox"/>
(a) Fuel, oil & lubricants	<input type="checkbox"/>	<input type="checkbox"/>
(b) Repairs & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
(c) Registration	<input type="checkbox"/>	<input type="checkbox"/>
(d) Insurance	<input type="checkbox"/>	<input type="checkbox"/>
(e) Roadside assistance premiums	<input type="checkbox"/>	<input type="checkbox"/>
(f) Interest	<input type="checkbox"/>	<input type="checkbox"/>
(g) Decline in value	<input type="checkbox"/>	<input type="checkbox"/>
(h) Lease payments (only if an actual lease)	<input type="checkbox"/>	<input type="checkbox"/>
2. <i>or</i> Cents per business kilometre travelledkm (up to 5000km) depending on engine capacitylt (e.g. 1.3lt)	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel expenses (usually not normal travel to & from work) including;	<input type="checkbox"/>	<input type="checkbox"/>
(a) Bridge/road tolls	<input type="checkbox"/>	<input type="checkbox"/>
(b) Car parking	<input type="checkbox"/>	<input type="checkbox"/>
(c) Meal & accommodation expenses	<input type="checkbox"/>	<input type="checkbox"/>
(d) Public transport fares	<input type="checkbox"/>	<input type="checkbox"/>
(e) Car hire fees	<input type="checkbox"/>	<input type="checkbox"/>
Please note that travel diaries may be required to substantiate particular overnight travel claims	<input type="checkbox"/>	<input type="checkbox"/>

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| 4. Clothing expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Compulsory, non-compulsory (and registered), occupation specific and protective clothing | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Other expenses associated with the above clothing such as dry cleaning, laundry and repairs | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Self education expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Course fees (but not HECS-HELP fees) | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Student union fees | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Tutorial fees | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Textbooks and stationery | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Decline in value of study assets (e.g. computer) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Union fees | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Subscriptions to trade, professional or business associations | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Seminars, conventions and conferences | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Work related tools and equipment below \$300 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Decline in value of work related tools and equipment (above \$300) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Sun protection items | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Telephone expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Overtime meals (in particular circumstances) | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Income protection insurance premiums | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Home office running expenses (only in particular circumstances) including; | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Telephone | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Decline in value of office furniture and equipment | <input type="checkbox"/> | <input type="checkbox"/> |

Please attach this checklist with your 2011 tax information