

INCOME

- Payment summaries (group certificates)
- Centrelink payments (Newstart, Austudy, Parenting, Pensions etc).
- Other pensions (Both foreign and Australian superannuation)
- Interest from bank accounts
- Investment income summaries
- Share dividend statements
- Sale of shares (with purchase info)
- Lump sum and termination payments
- Income from Partnerships/Trusts
- Foreign Incomes (inc. Bank Interests)
- Any other income from any source

DEDUCTIONS

Work Related Vehicle (does not include travel to and from place of work for employees)

- Log book (with fuel receipts)
- Actual mileage recorded (limited to 5000 km), no log book required

Work Related Uniform

- Purchase of uniform with logo
- Purchase of protective clothing/boots
- Laundry/dry cleaning of uniforms
- Sun protection for outdoor workers (Hats, glasses, sunscreen etc).

Self Education

- Course fees paid (Uni, TAFE etc)
- Textbooks
- Computer, printer, ink, paper etc.
- Stationery, Photocopying etc.
- Travel (log book or actual mileage)
- Seminars/Workshops (not held at an educational institution)

Other Work Related Expenses

- Home
- Office (hours/week or actual cost)
- Computer (business % only)
- Home/Mobile Phone (business % only)
- Tools and equipment
- Union fees and memberships to professional organisations
- Subscriptions to Journals/magazines

Gifts and Donations

- Receipts for donations to charities and registered building funds.

Miscellaneous Items

- Tax agent's fees from last year
- Medical expenses over \$2,162 (include all family prescriptions, hospital, dental etc less rebates from Medicare/Private Health Fund). No cosmetic procedures, health foods or vitamins
- Private health Fund statement
- Income protection Insurance (not life)
- Remote Zone Worker (more than 182 days in a remote zone)

Rental Property

- Income (rent received)
- All expenses (inc advertising, agents fees, council rates, land tax, interest on loan, repairs, water charges, gardening, cleaning etc).
- Loan set-up fees etc (for new loads)
- Depreciation report for new rentals.

Important notes

1. Where an expense has a private portion (e.g. home telephone or home computer) then only that percentage that relates to work use can be claimed based on records of actual use.
2. Some items (e.g. computers and tools greater than \$300) must be claimed over a number of years (depreciated).
3. Receipts and other evidence must be kept for five years from the date of lodgement of your tax return.