


# Tax Deductions Checklist

## Cleaners

 A HANDY CHECKLIST FOR CLEANERS TO HELP YOU COLLECT TOGETHER ALL THE RECEIPTS, TAX INVOICES AND SUPPORTING DOCUMENTS YOU'LL NEED TO DO YOUR TAX RETURN.

### CLEANER WORK EXPENSES

- Purchase and laundering costs of compulsory uniforms.
- Protective items (overalls, goggles, gloves, non-slip shoes).
- Itemised purchase costs of tools and equipment UP TO \$300 (cleaning chemicals, buckets, mops, hand held vacuums, accessories, brush-ware etc.)
- Purchase costs of equipment, used for your job, costing MORE than \$300. (floor polishers, vacuum cleaners etc.)
- Repair/maintenance costs of work related tools and equipment.
- Interest on loans taken out to purchase work related equipment.
- Job related self education expenses (chemical handling, hygiene etc.)
- Blue card, agency, association and union fees.
- Memberships, journals and subscriptions (eg. Inclean magazine)
- Travel expenses (conferences, training etc.)

### GENERAL WORK EXPENSES

- Personal car expenses (Estimation of Kilometres if no logbook kept, otherwise logbook and all expense items.)
- Travel expenses (flights, taxis, train and bus fares for training courses, trade fairs etc.)
- Accommodation costs while working away from home
- Phone costs (for work usage)
- Work percentage of computer/laptop expenses (Lease or purchase)
- Work percentage of internet costs
- Home office running expenses
- Work related self education expenses

### OTHER EXPENSES AND RECORDS

- Last year's tax return fee
- Income protection insurance premiums (paid outside of Superannuation)
- Rental property expenses (eg: rates, body corp fees, agent fees, interest on loan, repairs and maintenance, water rates, depreciation schedule)
- Investment expenses (For example: bank fees, financial advisors fees, investment borrowings etc.)
- Records of sales and purchases of any shares, business or property
- Private health insurance details
- Spouse details
- Children's details including D.O.B and evidence of any Centrelink benefits
- Details of any government debts (Child support, Centrelink etc.)
- Charity donations