

Tax Deduction Checklist

IT Professionals



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

EXPENSES

- Self education costs for attending any courses, training or seminars specially related to your current work.
- Protective items (overalls, goggles, gloves, non-slip shoes)
- Technical Journals or tools specifically required for your work, such as a standing desk or high tech mouse.
- Repair/maintenance costs of work related tools and equipment
- Union Fees & Subscriptions

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

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
- Details of any government debts (Child support, Centrelink etc.)
- Charity donations