



Potential Work-Related Deductions Checklist 2011

Client name: _____

Potential deductions;	Information Supplied	N/A
Motor vehicle expenses (if using method other than cents per kilometre) including;		
✦ Fuel, oil & lubricants		
✦ Repairs & maintenance		
✦ Registration	<input type="checkbox"/>	<input type="checkbox"/>
✦ Insurance	<input type="checkbox"/>	<input type="checkbox"/>
✦ Roadside assistance premiums		
✦ Interest		
✦ Decline in value		
✦ Lease payments (only if an actual lease)		
or Cents per business kilometre travelledkm (up to 5000km) depending on engine capacitylt (e.g. 1.3lt)	<input type="checkbox"/>	<input type="checkbox"/>
Travel expenses (usually not normal travel to & from work) including;		
✦ Bridge/road tolls		
✦ Car parking		
✦ Meal & accommodation expenses	<input type="checkbox"/>	<input type="checkbox"/>
✦ Public transport fares		
✦ Car hire fees		
Please note that travel diaries may be required to substantiate particular overnight travel claims.		
Clothing expenses		
✦ Compulsory, non-compulsory (and registered), occupation specific and protective clothing	<input type="checkbox"/>	<input type="checkbox"/>
✦ Other expenses associated with the above clothing such as dry cleaning, laundry and repairs.		
Self education expenses		
✦ Course fees (but not HECS-HELP fees)		
✦ Student union fees	<input type="checkbox"/>	<input type="checkbox"/>
✦ Tutorial fees		
✦ Textbooks and stationery		
✦ Decline in value of study assets (e.g. computer)		
Union fees	<input type="checkbox"/>	<input type="checkbox"/>
Subscriptions to trade, professional or business associations	<input type="checkbox"/>	<input type="checkbox"/>
Seminars, conventions and conferences	<input type="checkbox"/>	<input type="checkbox"/>
Work related tools and equipment below \$300	<input type="checkbox"/>	<input type="checkbox"/>
Decline in value of work related tools and equipment (above \$300)	<input type="checkbox"/>	<input type="checkbox"/>
Sun protection items	<input type="checkbox"/>	<input type="checkbox"/>
Telephone expenses	<input type="checkbox"/>	<input type="checkbox"/>

Please attach this checklist with your 2011 tax information.

Overtime meals (in particular circumstances)	<input type="checkbox"/>	<input type="checkbox"/>
Income protection insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Home office running expenses (only in particular circumstances) including;		
+ Electricity	<input type="checkbox"/>	<input type="checkbox"/>
+ Telephone		
+ Decline in value of office furniture and equipment		
