

INDIVIDUAL TAX TIME DEDUCTION CHECKLIST

✓	TAX TIME CHECKLIST FOR SALARY & WAGE EARNERS	% USE	\$
	Home Office (work related portion)		
	Insurance		
	Utilities (water/electricity/gas/cleaning)		
	Repairs & maintenance of office equipment		
	Motor Vehicle*		
	Interest on car payments		
	Fuel or Gas		
	Insurance		
	Parking & Tolls		
	Registration & License Fees		
	Repairs & Maintenance		
	Depreciation		
	Taxi/Uber		
	Car Wash		
	Education/Staff Training		
	Online and in-person courses		
	Professional Development		
	Workshops and Training		
	Books		
	Work Related Expenses (Specific to your job)		
	Internet/Mobile		
	Union Fees		
	Professional Organisation and Membership Fees		
	Laptop/Tablet/Software		
	Stationery		
	Licenses/Registrations		
	Uniforms		
	PPE (Protective clothing and equipment)		
	Laundry		
	Donations >\$2		
	Income protection		
	Tax agent fees		
	Superannuation		
	* Vehicle make, model and registration	Total kms	Business kms

Number of hours worked at home: _____