

Income Tax Return Checklist - 2019

Deductions:

The following expense categories are listed to assist in preparation of your Income Tax Return. If you have paid any of these expenses via salary sacrifice or have been reimbursed by your employer do not include these.

Accounting /Tax Agent Fees

Taxation: \$ Agents Name if not BCFR:

Bank Charges/ Interest

Bank charges and interest are deductible on bank accounts used only for investment purposes.

Account Fees \$ Interest \$

Computer / Internet Access Expenses

Internet monthly Fees \$ Work Usage: %
Computer expenses \$ Description:
Description:

Donations:

Cost: \$ Charity:

Home Office

Do you have a separate home office? Y / N
How many hours worked at home per week ?

Income Protection:

Cost: \$ Please provide policy

Printing & Stationery

Cost \$ Description:
Cost \$ Description:

Self-Education Expenses

Have you undertaken a course that leads to formal qualification and is related to your current work activities as an employee? Y / N If yes per below

Course Fees : \$

Text Books: \$

Stationery, computer consumables, Postage, Travel Costs etc. \$

Contributions by the Australian Government such as HECS-HELP, HELP, SFSS, SSL or TSL are not deductible.

Telephone - Mobile

Cost: \$ Work Use: %

Telephone - Home office (Work Calls Only)

Cost: \$ Work Use: %

Tools, Equipment or Assets (please provide receipt for tools over \$300)

Cost: \$ Description:

Cost: \$ Description:

Uniform

Do you wear occupation- specific clothing, protective clothing or unique, distinctive uniforms? Y / N - If yes per below

Uniform Cost: \$ Description:

Dry Cleaning \$

Laundry Average washes per week:

Union Fees

Cost: \$ Please provide policy

Motor Vehicle Travel (e.g. travel between places of employment)

Method 1: Log Book Method:

A log book for a 12 week period will need to be kept to calculate the work related percentage deductible

A summary of all motor vehicle expenses for the year: Fuel, Registration, Insurance, Maintenance Costs, Interest on finance arrangements Etc.

Method 2: Cents per Kilometre Method

Kilometres Travelled:

A brief descriptions to determine how the KM's was calculated is required.

Other Sundry Expenses (e.g. Handbags, briefcase, sun protection, books, etc.)

Superannuation Deductions

Additional concessional contributions to your superannuation fund are deductible with a notice of intent to claim a tax deduction form.

Additional Contributions: \$ Please provide notice of intent to claim a tax deduction

Please note all the above deductions must have been incurred by the tax payer and proof of purchase is required (receipts or bank statements) that can be substantiated for a minimum of 5 years from the date of lodgement.

Rental Property Expenses Schedule

Note: This is a checklist, not advice. Expense claims are subject to limitations based on their character, timing, extent of attribution to rental activities and sufficient substantiation. * Some expense claims may typically be required to be spread over more than one tax year.

- Advertising for tenants
- Property management fees
- Bank fees paid on an account used for rental transactions
- Body corporate or strata fees paid
- Borrowing costs*
- Mortgage discharge costs
- Loan establishment fees*
- Capital allowances, decline in value, depreciation (see limitation from 9 May 2017)*
- Cleaning
- Council rates
- Gardening maintenance
- Lawn mowing
- Tree pruning
- Pool cleaning
- Maintenance of grounds, buildings, contents
- Insurances including building, contents and landlords insurance
- Interest on loan(s) or credit cards used to purchase the property or to pay for anything directly associated with the property
- Land tax
- Legal fees – lease preparation
- Legal fees – debt collection
 - N.B. Legal fees associated with the property purchase are generally not deductible, but would usually form part of the property's cost base for CGT purposes.
- Pest control – prevention or eradication
- Repairs to property, equipment or fixtures (distinguish replacements or complete renewals which may need to be capitalised)
- Removal of asbestos¹
- Painting
- Replacing capital items – costs may need to be allocated over the effective life of the asset*
- Stationary, postage, telephone calls and internet access directly related to managing the property, e.g. collecting rent or organising maintenance
- Travelling to inspect, undertake maintenance and repairs or improvements to the property. In some circumstances this can include accommodation. **Note: This deduction not available from 1 July 2017.**
- Water rates and water consumption

¹ <https://atotaxrates.info/tax-deductions/rental-property-tax-deductions/>