

To maximise your deductions and ensure that your tax return is complete, please review the following items and advise your Accountant if any apply to you.

**Income**

Employment Income (salary / wages)

Allowances / Tips / Director’s Fees

Employer Lump Sum Payment

Employment Termination Payment (ETP)

Centrelink / Pension Income

Annuities / Superannuation Lump Sum Payments

Interest Amounts & TFN Credits

Dividends, Imputation & TFN Credits

Employee Share Schemes

Partnership & Trust Distributions

Business Income

Capital Gains/Losses

Foreign Income

Rental Property Income

**Other Items to Consider**

HELP (Higher Education Loan Program) / HECS

SFSS (Student Financial Supplement Scheme)

Child Support Agency Liability

Net Medical Expenses Offset

Health Insurance Statement

PAYG Instalment Credits

Other Offsets & Tax Credits

Reportable Fringe Benefits amount

**General Tax Deductions**

Work Related Motor Vehicle Expenses *(Log   
 Book may be required)*

Work Related Travel Expenses *(Travel Diary may   
 be required)*

Work Related Clothing & Laundry Expenses

Work Related Self-Education Expenses

Other Work Related Expenses *(see below)*

Interest & Dividend Deductions

Gifts & Donations

Tax Related Expenses *(Includes tax agent fees, and   
 travel to tax appointment)*

Undeducted Purchase Price-Pension / Annuity

**Specific Deductions**

Income Protection Insurance

Union Fees

Home Office Expenses

Seminars / Courses / Conferences

Overtime Meal Expenses

Briefcase

Tools & Equipment

Depreciation on work-related assets

Calculator / Electronic Organiser

Computer Costs *(includes repairs & printing costs)*

Software

Memberships & Subscriptions

Telephone / Mobile Phone / Internet

Bank Fees *(e.g. re: deductible purchases)*

Interest Expenses *(e.g. re: deductible purchases)*

Sun Protection Items *(e.g. sunscreens, safety   
 glasses, protective gloves)*

Reference Books / Journals / Trade Magazines

Talk to us TODAY for expert assistance to prepare your Tax Return and maximise your tax refund!

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