



TAX BOOSTING TIPS OFFICE WORKERS

AS AN OFFICE WORKER YOUR TAX DEDUCTIONS CAN REALLY ADD UP. MAKE SURE YOU CLAIM ALL OF YOURS TO MAXIMISE YOUR REFUND

TOP OFFICE WORKER TAX DEDUCTIONS



WORK FROM HOME EXPENSES

- Home office running expenses
- Phone and internet costs
- Office equipment purchases (computers, desks etc.)

EXAMPLE: YOU WORK FROM HOME TWO DAYS PER WEEK.



TRAVEL AND TRANSPORT EXPENSES

- Car travel (via logbook or cents/km method)
- Parking and toll costs
- Taxi fares, airfares etc.

EXAMPLE: YOU USE YOUR CAR TO RUN ERRANDS FOR YOUR EMPLOYER SUCH AS COLLECTING THE MAIL.



PROFESSIONAL FEES AND EDUCATION

- Union and registration fees
- Professional memberships and subscriptions
- Self-education expenses (must be related to current role)

EXAMPLE: YOU PAID TO ATTEND A CONFERENCE DIRECTLY RELATED TO YOUR CURRENT ROLE.



OTHER EXPENSES/PURCHASES

- Charity donations
- Tax agent fees for previous year tax return
- Income protection premiums

EXAMPLE: YOU MAKE A DONATION TO A CHARITY.



This is just a short list, for more information visit: <https://www.etax.com.au/tax-deductions-office-admin/>

ETAX'S TOP 4 TAX TIPS

1

SNAP YOUR RECEIPTS

Make sure you keep a record of all your receipts, even if you're not 100% sure you can claim it. Simply take a photo and come tax time, just ask your accountant.

2

LOG IT ALL

Be sure to log all your work-related car trips and work from home hours. This way, you won't short-change yourself come tax time.

3

IF YOU'VE BEEN REIMBURSED YOU CAN'T CLAIM IT

If your employer has reimbursed you for an out-of-pocket expense related to your work, then you can't claim it on your tax return.

4

IMPACTED BY COVID?

Has COVID impacted your working arrangements? Then it might also impact your tax return. Be sure to read about COVID and your tax return at [here](#).

etax.com.au **etax**
ACCOUNTANTS