

TAX CHECKLIST - FREELANCERS

- Purchase, maintenance and repair costs of work related tools and equipment
- Protective items (protective clothing, footwear, sunscreen, goggles, etc.)
- Purchase and laundering costs of uniforms (with your logo on)
- Marketing and tech expenses (IT, advertising, websites etc.)
- Tablet, computer and mobile phone expenses, work related software and computer accessories
- Licenses, permits, certifications and insurance
- Interest on business related loans
- Job related self education expenses
- Professional libraries, journals and subscriptions
- Personal car expenses (work use % only)
- Home office and internet expenses

General Work Expenses

- Personal car expenses (Estimation of Kilometres if no logbook kept, otherwise logbook and all expense items.)
- Travel expenses (flights, taxis, train and bus fares for training courses, trade fairs etc.)
- Accommodation costs while working away from home
- Phone and internet costs (for work usage)
- Work percentage of computer/laptop expenses (Lease or purchase)
- Home office running expenses
- Work related self education expenses

Income

- Income statements
- Pensions or government payments/allowances
- Interest earned for the relevant year from your banks, building societies etc.
- Dividend statements
- Details of rental property, capital gains, business or any other income earned

Other Expenses

- Last year's tax return fee
- Income protection insurance premiums (paid outside of superannuation)
- Rental property expenses (e.g. rates, body corp, agent fees, interest on loan, repairs and maintenance, water rates, depreciation schedule)
- Investment expenses (e.g. bank fees, financial advisors fees, investment borrowings)
- Records of sales and purchases of any shares, business or property
- Private health insurance details
- Spouse and/or children's details including D.O.B and evidence of any Centrelink benefits
- Details of any government debts (Child support, Centrelink etc.)
- Charity donations

Notes

