

TAX BOOSTING TIPS OFFICE WORKERS

AS AN OFFICE WORKER YOUR WORK-RELATED EXPENSES CAN REALLY ADD UP. MAKE SURE YOU CLAIM EVERYTHING YOU'RE ENTITLED TO AND MAXIMISE YOUR NEXT TAX REFUND.

TOP TAX DEDUCTIONS FOR OFFICE WORKERS

Want more? Visit: <https://www.etax.com.au/tax-deductions-business-professionals/>

GENERAL EXPENSES

- Charity donations
- Tax agent fees for previous years tax return
- Income protection premiums
- Office equipment you are not reimbursed for (stationery, work bag etc)



Example: You make a donation to a charity.

TRAVEL & TRANSPORT EXPENSES

- Car travel (logbook or cents/km method)
- Tolls and parking
- Taxi fares
- Overnight stays



Example: You use your car to run errands for your employer such as collecting the mail.

PROFESSIONAL & EDUCATION EXPENSES

- 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.

WORK FROM HOME EXPENSES

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



Example: You work from home 2 days per week.

ETAX'S TOP 4 TAX TIPS

1 SNAP YOUR RECEIPTS

Keep a record of all your receipts, even if you are not 100% sure you can claim it. Take a photo and ask your accountant at tax time.

2 LOG IT ALL

Record all work-related car trips and work-from-home hours so you do not short change yourself at tax time.

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

If your employer reimbursed you for an out-of-pocket work expense, you cannot claim it on your tax return.

4 REACH OUT TO A TAX PROFESSIONAL

Not sure what applies to your situation? Speak with a registered tax professional (like **Etax**) before completing your return.