

## TAX CHECKLIST - TEACHERS

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|--|--|
| <input type="checkbox"/> Purchase and laundering costs of compulsory uniforms (or items with school logo)  | <input type="checkbox"/> Interest on loans taken out to purchase work related equipment    |
| <input type="checkbox"/> Protective items (aprons, art smocks, overalls, gloves, goggles, shin guards, headgear etc.)                                  | <input type="checkbox"/> Leasing costs of work related tools and equipment                 |
| <input type="checkbox"/> Itemised purchase costs of equipment <b>up to</b> \$300 (sports equipment, teacher aids, classroom supplies, diaries, prizes) | <input type="checkbox"/> Job related self education expenses (course fees, equipment etc.) |
| <input type="checkbox"/> Purchase costs of equipment, used for your job costing <b>more than</b> \$300. (Laptops, tablets, microscopes etc.)           | <input type="checkbox"/> Teaching books, subscriptions                                     |
| <input type="checkbox"/> Repair/maintenance costs of work related tools and equipment  | <input type="checkbox"/> Union and registration fees                                       |

### 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

