



BUSINESS CHECKLIST

Business Name: _____

Income Received : _____

ALLOWABLE DEDUCTIONS

	Total Cost	Work Related Percentage
Motor Vehicle Expenses		
Make/Model/Year:		
Rego:		
Work Related Kilomtres Traveled		
Leasing of motor vehicle		
Car wash		
Fuel and oil		
Motor vehicle Insurance		
Motor vehicle - Interest payments		
Motor vehicle – Registration		
Motor vehicle - Repairs and maintenance		
Motor vehicle – Services		
Motor vehicle purchase – need documentation with date of purchase and purchase price		
Travel Expenses		
Accommodation		
Bridge and Road tolls		
Car hire		
Parking Fees		
Domestic travel *		
International travel – airfares and accommodation *		
<i>* need a travel diary if away for 6 or more consecutive nights</i>		
Work Related Clothing Expenses		
Drycleaning and laundry		

Glasses, sunhats and sunscreen for outdoor workers		
Occupation Specific Clothing		
Protective Clothing & Boots		
Gloves, Masks, High Visablitly		

Other Business Related		
Advertising and Promotion		
Bad Debts		
Bank Fees and Charges		
Borrowing Expenses		
Computer consumables, Equipment & Software		
Computer equipment & Software		
Cartage and Freight		
Cleaning & Rubbish Removal		
Commission		
Contract Payments		
Donations over \$2		
Electricity & Gas		
Hire or Rent Of Plant & Equipment		
Home office expenses		
Income protection insurance premiums		
Industry magazines, Newspapers & Periodicals, Professional Journals		
Insurance premiums, including accident and disability		
Internet access fees		
Interest - Australian		
Laptop computer – need to provide receipt with date of purchase		
Lease Payments		
Legal Fees		
Maintenance		
Materials & Supplies		
Memberships		
Office Furniture		
Printing & Postage for work-related purposes		
Rent on Land & Buildings		
Repairs		
Replacements (tools)		
Seminars / Education Workshops		
Stationery for work-related purposes		
Subscriptions		

