|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tax Return Deduction Checklist**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Federal Officer** | | | |
| **D1 WORK RELATED CAR EXPENSES** (See attached Schedule) | | | | **C. Work Related Subscriptions** | | |  |
|  | | |  |  |  | |  |
| **TOTAL $** | | |  |  |  | |  |
| **D2 WORK RELATED TRAVEL EXPENSES** | | |  |  | ▪ Current Affairs Journals | |  |
|  | ▪ Air Fares | |  |  | ▪ Legal Publications & Journals | |  |
|  | ▪ Accommodation | |  |  | ▪ Magazine Subscriptions for in-flight reading | |  |
|  | ▪ Passport | |  |  | **TOTAL $** | |  |
|  | ▪ Luggage Cases | |  | **D. Other Expenses** | | |  |
|  | ▪ Travel Bag | |  |  | ▪ Stationery (Diary; Pens etc.) | |  |
|  | ▪ Departure Tax | |  |  | ▪ Desk | |  |
|  | ▪ Hire Car Expenses | |  |  | ▪ Chair | |  |
|  | ▪ Parking | |  |  | ▪ Filing Cabinet | |  |
|  | ▪ Tolls | |  |  | ▪ Lamp | |  |
|  | **TOTAL $** | |  |  | ▪ Chair Mat | |  |
| **D3 WORK RELATED UNIFORMS / PROTECTIVE CLOTHING** | | | |  | ▪ Shelves | |  |
|  | ▪ Laundry of Uniform/Oversized Suits & Costumes | |  |  | ▪ Filing Tray; Draw Organizers | |  |
|  | ▪ Dry Cleaning of Uniform Items | |  |  | ▪ Porta-File | |  |
|  | ▪ Tailor $ (Alteration to standard issue uniform item/affix epaulettes) | |  |  | ▪ Phone Extensions | |  |
|  | ▪ Footwear Maintenance Kit | |  |  | ▪ Power Boards; Extension Leads | |  |
|  | ▪ Leather Maintenance Kit (Belts & Holsters) | |  |  | ▪ Paper | |  |
|  | ▪ Repairs | |  |  | ▪ Printer Cartridges | |  |
|  | ▪ Oversized Suits for Undercover Work | |  |  | ▪ Software | |  |
|  | ▪ Sunglasses | |  |  | ▪ CD’s/Floppy Disks | |  |
|  | ▪ Re-hydrating Moisturizers/Skin Care  (for in-flight conditions) | |  |  | ▪ USB Memory Keys | |  |
|  | **TOTAL $** | |  |  | ▪ Computer Accessories | |  |
| **D4 SELF-EDUCATION** | | |  |  | ▪ Computer Repairs/Upgrades | |  |
| **TOTAL $** | | |  |  | ▪ Computer Cost $\_\_\_\_ Date \_\_\_\_\_\_ Pvt \_\_\_\_\_% | | |
| **D5 OTHER WORK RELATED EXPENSES** | | |  |  | ▪ Internet Cost (work percentage only as per usage diary) | |  |
| **A. Work Related Tools** | | |  |  | ▪ Batteries | |  |
|  | ▪ Brief Case/ Document Cases | |  |  | ▪ Battery Re-charge Units | |  |
|  | ▪ Pocket Knife/Swiss Knife | |  |  | ▪ Street Directory | |  |
|  | ▪ Leatherman | |  |  | ▪ Informants Fees (per diary incl. meals but not liquor) | |  |
|  | ▪ Holsters (Shoulder, Ankle, Utility Belt) | |  |  | ▪ Mobile Phone Work % (as per diary evidence) \_\_\_\_\_% | | |
|  | ▪ Hand Grip Pistol | |  |  | ▪ Home Phone Including Internet Dial-up Costs | |  |
|  | ▪ Magazine; Speed Loaders; 5 Shot Loaders | |  |  | ▪ Training/Fitness Equipment |  |  |
|  | ▪ Torches | |  |  | ▪ Sun Protection |  |  |
|  | ▪ Micro Cassettes | |  |  | ▪ |  |  |
|  | ▪ Pagers | |  |  | ▪ |  |  |
|  | ▪ Ammunition | |  |  | ▪ |  |  |
|  | ▪ Electronic Organiser (PDA) | |  |  | ▪ |  |  |
|  | ▪ Calculator | |  |  | ▪ |  |  |
|  | ▪ Watch (special – stop watch/divers watch) | |  |  | ▪ |  |  |
|  | ▪ Answering Machine | |  |  | ▪ |  |  |
|  | ▪ |  |  |  | ▪ |  |  |
|  | ▪ |  |  |  | ▪ |  |  |
|  | ▪ |  |  |  | ▪ |  |  |
|  | ▪ |  |  |  | ▪ |  |  |
|  | **TOTAL $** | |  |  | ▪ |  |  |
| **B. Work Related Union Dues, Professional Fees** | | |  |  | ▪ |  |  |
|  | ▪ Union Membership | |  |  | T5. Private Health Insurance |  | Y / N |
|  | ▪ Gun or Pistol Club Membership |  |  |  | T6. Did you pay for approved Childcare? | | Y / N |
|  | ▪ Gym Membership |  |  |  |  |  |  |
|  | ▪ |  |  |  | ▪ Do you have a HECS/SFSS Debt? |  | Y / N |
|  | ▪ |  |  |  | ▪ |  |  |
|  | ▪ |  |  |  | ▪ |  |  |
|  |  |  |  |  |  | |  |
|  | **TOTAL $** | |  |  | **TOTAL $** | |  |