|  |  |
| --- | --- |
| **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 $** |  |