



Star Accounting Pty Ltd

Business Advisers and Tax Agents
ABN:62 141 031 978 Tax Agent No: 26094768

2026 Tax Deduction Checklist

Maximise Your Tax Return

This checklist has been designed to help identify common deductions that may be available to Australian taxpayers. Remember, you can only claim expenses that are directly related to earning your income, and you must keep records to support your claim. This is for education purposes only and not tax advice. If you would like an appointment for advice on your specific circumstances please call 0433 727 465 or email admin@staraccounting.com.au

Employment Expenses

You may be able to claim expenses incurred while earning your employment income.

Common Employment Deductions

- ☐ Union Fees
 - ☐ Professional Memberships
 - ☐ Professional Registrations & Licences
 - ☐ Income Protection Insurance (not through super)
 - ☐ Tax Agent Fees from Last Year's Tax Return
 - ☐ Financial Advice Fees relating to taxable investments
 - ☐ Industry Journals & Publications
 - ☐ Work-Related Subscriptions
 - ☐ First Aid Certificates
 - ☐ Working With Children Checks
 - ☐ Police Checks (where required for employment)
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Working From Home Expenses

If you work from home, you may be entitled to claim a deduction for home office expenses.

Method 1: Fixed Rate Method – 70 cents per hour

The ATO allows taxpayers to claim a fixed rate for every hour worked from home.

The fixed rate covers:

- ✓ Electricity and gas
- ✓ Internet
- ✓ Mobile phone usage
- ✓ Stationery
- ✓ Printer consumables
- ✓ Computer consumables

Records Required

- ☐ A record of all hours worked from home
- ☐ Diary, roster, timesheets or calendar records
- ☐ Evidence you incurred expenses (internet, phone bills etc.)



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Additional Items That May Still Be Claimed

- ☐ Laptop
- ☐ Computer
- ☐ Monitor
- ☐ Printer
- ☐ Office Chair
- ☐ Desk
- ☐ Keyboard & Mouse
- ☐ Software Subscriptions
- ☐ Microsoft 365
- ☐ Canva
- ☐ ChatGPT
- ☐ Grammarly
- ☐ Headphones
- ☐ Webcam

Method 2: Actual Cost Method

This method allows you to claim the actual work-related portion of your expenses.

Expenses That May Be Claimed

- ☐ Electricity
- ☐ Internet
- ☐ Mobile Phone
- ☐ Stationery
- ☐ Printer Ink
- ☐ Office Supplies
- ☐ Computer Consumables

Calculating Your Home Office Percentage

You should determine:

1. Total floor area of your home
2. Floor area of your designated workspace

Example

Total home area = 200m²

Home office = 20m²

Work area percentage = 10%

This percentage may be used when calculating certain running costs under the actual cost method.

Records Required

- ☐ Electricity Bills
- ☐ Internet Bills
- ☐ Phone Bills
- ☐ Receipts
- ☐ Floor Area Calculations
- ☐ Diary Records
- ☐ Work From Home Hours



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Mobile Phone & Internet

You can generally claim the work-related portion of your phone and internet expenses.

Examples

- ☐ Mobile Phone Plan
- ☐ Internet Plan
- ☐ Mobile Phone Handset
- ☐ Tablet
- ☐ Phone Insurance
- ☐ Chargers
- ☐ Screen Protectors
- ☐ Phone Cases

Work Use Percentage

Many taxpayers use a reasonable estimate based on their work usage.

Common percentages include:

- ☐ 25% Work Use
- ☐ 50% Work Use
- ☐ 75% Work Use

However, your claim should be based on actual work-related use.

Keep:

- ☐ Phone Bills
- ☐ Internet Bills
- ☐ Usage Records
- ☐ Diary Notes

Motor Vehicle Expenses

You may be able to claim a deduction if you use your vehicle for work-related purposes.

Common Deductible Travel

- ✓ Travel between workplaces
- ✓ Travel to meetings
- ✓ Travel to training courses
- ✓ Carrying bulky tools and equipment

Not Normally Deductible

- ✗ Travel between home and your normal workplace

Method 1: Cents Per Kilometre

This is the simplest method.

You can claim up to 5,000 work-related kilometres per vehicle.

The ATO sets the rate each year.

Records Required

- ☐ Diary Records
- ☐ Work Rosters
- ☐ Calendar Entries
- ☐ Explanation of How Kilometres Were Calculated



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Examples

- ☐ Client Visits
 - ☐ Travel Between Job Sites
 - ☐ Travel Between Workplaces
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Method 2: Logbook Method

This method may result in a larger deduction if your work use is significant.
A logbook must generally be kept for a continuous 12-week period.

Expenses That May Be Claimed

- ☐ Fuel
- ☐ Registration
- ☐ Insurance
- ☐ Servicing
- ☐ Repairs
- ☐ Tyres
- ☐ Interest on Vehicle Loan
- ☐ Lease Payments (where applicable)
- ☐ Depreciation

Records Required

- ☐ Valid Logbook
- ☐ Odometer Readings
- ☐ Fuel Receipts
- ☐ Registration
- ☐ Insurance
- ☐ Repair Invoices
- ☐ Finance Documents

Additional Vehicle Expenses

- ☐ Parking Fees
 - ☐ Tolls
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Uniforms & Protective Clothing

You may be able to claim:

- ☐ Compulsory Uniforms
- ☐ Occupation Specific Clothing
- ☐ Protective Clothing
- ☐ Safety Boots
- ☐ High Visibility Clothing
- ☐ Safety Glasses
- ☐ Gloves
- ☐ Hard Hats
- ☐ Laundry Expenses
- ☐ Dry Cleaning



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Outdoor Workers

- ☐ Sunscreen
- ☐ Sunglasses
- ☐ Broad Brim Hat

Tools & Equipment

- ☐ Hand Tools
- ☐ Power Tools
- ☐ Tool Repairs
- ☐ Equipment Maintenance
- ☐ Computers
- ☐ Tablets
- ☐ Mobile Devices
- ☐ Cameras
- ☐ Work Bags
- ☐ Laptop Bags

Items above the ATO depreciation threshold may need to be depreciated over several years.

Self-Education & Professional Development

You may be able to claim expenses where the education directly relates to your current employment.

- ☐ Courses
- ☐ Conferences
- ☐ Seminars
- ☐ Textbooks
- ☐ Study Materials
- ☐ Professional Development
- ☐ Industry Certifications
- ☐ Professional Memberships

Gifts & Donations

You may be able to claim donations made to registered Deductible Gift Recipients (DGRs).

Examples

- ☐ Registered Charities
- ☐ Fundraising Appeals
- ☐ Workplace Giving Programs
- ☐ Disaster Relief Appeals
- ☐ School Building Funds (where eligible)

Records Required

- ☐ Receipts
- ☐ Bank Statements
- ☐ Email Confirmations

Small Donations

If you have made donations through:

- ☐ Workplace Giving



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- ☐ Online Fundraising Platforms
- ☐ Supermarket Round-Up Programs
- ☐ Digital Fundraising Campaigns

Please include these records for review as they may be deductible.

Investment Deductions Shares & ETFs

- ☐ Dividend Statements
- ☐ Annual Tax Statements
- ☐ Share Purchase Records
- ☐ Share Sale Records
- ☐ Brokerage Statements
- ☐ DRP Statements

Other Investment Expenses

- ☐ Interest on Investment Loans
- ☐ Investment Advice Fees
- ☐ Investment Subscriptions
- ☐ Portfolio Management Fees

Rental Property Deductions

- ☐ Annual Rental Statement
- ☐ Property Manager Statement
- ☐ Loan Interest Statement
- ☐ Council Rates
- ☐ Water Rates
- ☐ Insurance
- ☐ Repairs & Maintenance
- ☐ Pest Control
- ☐ Gardening
- ☐ Body Corporate Fees
- ☐ Advertising for Tenants
- ☐ Landlord Insurance
- ☐ Smoke Alarm Compliance Costs

Depreciation

- ☐ Depreciation Schedule

A depreciation schedule prepared by a quantity surveyor may allow you to claim:

- ✓ Building Depreciation (Capital Works)
- ✓ Plant & Equipment Depreciation

We recommend [Duo Tax](#) for your depreciation schedule.

Cryptocurrency

If you bought, sold, swapped or held cryptocurrency during the year, please provide:

- ☐ Crypto Tax Report

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Commonly Forgotten Deductions

- ☐ Income Protection Insurance
- ☐ Tax Agent Fees
- ☐ Union Fees
- ☐ Professional Memberships
- ☐ Police Checks
- ☐ Blue Cards
- ☐ First Aid Certificates
- ☐ Canva Subscription
- ☐ ChatGPT Subscription
- ☐ Microsoft 365
- ☐ Grammarly
- ☐ Home Office Equipment
- ☐ Work Bags
- ☐ Phone Accessories
- ☐ Parking Fees
- ☐ Tolls

Other Information Required

- ☐ Private Health Insurance Statement
- ☐ HECS/HELP Information
- ☐ Centrelink Payment Summary
- ☐ Child Support Information
- ☐ Personal Super Contributions
- ☐ Spouse Income Information
- ☐ Government Grants or Rebates

Before You Lodge

- ✓ You must have spent the money yourself.
- ✓ You must not have been reimbursed.
- ✓ The expense must directly relate to earning your income.
- ✓ You should keep records to support all claims.
- ✓ If you're unsure whether an expense is deductible, include it and we can review it with you.

Need help maximising your refund? Contact Star Accounting and let our team help ensure you claim everything you're entitled to. Reach out on 0433 727 465 or admin@staraccounting.com.au