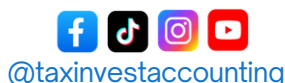


Your Complete Tax Deduction Checklist 2026



We have created a checklist to help you get the most out of your Tax Return, no matter your industry!

DEDUCTIONS

For the following deductions, you will be required to provide proof of these purchases and also be required to prove that they have been used for work.

- Gifts Or Donations** - These no longer have a \$2 limit so rounding up at major stores such as Woolworths are included.
- Headphones, Ear Phones or Microphone**
- Home Office Calculations** - See detailed WFH breakdown below.
- Income Protection** - Not paid via super.
- Laptop Bag or Work Hand Bag**
- Mobile Phone** - Phone Case, Screen Protectors or Chargers.
- Motor Vehicle** - See detailed breakdown below.
- New Equipment** - Computers, Phones or other Technology.
- Personal Superannuation Contribution**
- Professional Licensing, Memberships and Registrations**
- Self Education Costs**
- Stationery, Diary or Printing Costs**
- Subscriptions** - Inc Canva, Grammarly, ChatGPT, MS Office & Anti Virus.
- Sun Protection** - Sunscreen, Sunglasses and Hats.
- Tax Agent Fees & Financial Planning Fees** - (Subject to invoice details)
- Tools** - Any individual tool over \$300 must be depreciated.
- Training, Seminar and Short Course costs**
- Travel Expenses** - Inc Meals, Parking & Tolls, Overseas Travel.
- Uniform & Laundry Expenses**
- Union Fees**

WORKING FROM HOME

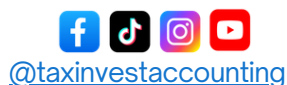
This is the one area that most taxpayers under claim!

There are two methods that you can choose:

- Fixed Rate of 70c per hour
- WFH or the Actual Costs method

The key mistake that most taxpayers make is they choose the fixed rate and think that they cannot claim anything else – wrong! Lets breakdown how they work.

Your Complete Tax Deduction Checklist 2026



REGARDLESS OF THE METHOD YOU CAN CLAIM THE FOLLOWING;

- **Computer Hardware** – Including laptops, computers, monitors, storage devices, keyboard and mouse.
- **Computer Software** – Microsoft Office and Antivirus, any other programs you pay for.
- **Furniture** – Desk, Chair, Chair mat, Bookshelf and desk lamp.
- **Other Home Office Costs** – Laptop and Monitor Stands, Monitor Arm, Cords and cables, powerboards, extension cords, double adapter, HDMI and ethernet cables.
- **Mobile Phone Device and Insurance**

HOW TO CLAIM THE FIXED RATE METHOD

This method covers your mobile phone usage costs (not the device costs), electricity, internet, stationery and printing consumables.

This is 70c per hour worked from your home office, not working from your car or any other location. You will be required to provide proof of hours worked using a spreadsheet, diary or timesheets if you are based full time from home. Remember to calculate all hours worked not just paid work time.

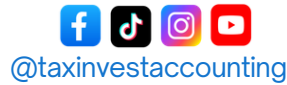
HOW TO CLAIM THE ACTUAL COSTS METHOD

You will be required to provide all costs associated with running your home office. Internet, Mobile, Electricity, Stationery and Printing consumables.

To be eligible to claim the Actual Costs method you will need a designated work space, it does not need to be a separate room. Estimate the amount of electricity and internet used based on the space in your home.

We suggest you provide proof for both methods so we can calculate which method provides the biggest deduction for you.

Your Complete Tax Deduction Checklist 2026



MOTOR VEHICLES - WHAT CAN I CLAIM?

You can claim a deduction for car expenses if you use your car to:

- Perform your work duties.
- Attend work-related conferences or meetings away from your normal workplace.
- Travel directly between 2 separate places of employment if neither of the places is your home.
- Travel from your normal workplace to an alternative workplace (and return)
- Travel from your home to an alternative workplace, then to your normal workplace.

You generally can't claim the cost of trips between home and work, even if you live a long distance from your usual workplace or work outside normal business hours.

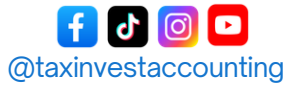
You can't claim a deduction for a car expense that has been reimbursed

REMEMBER

In limited circumstances, you can claim the cost of trips between home and work, where:

- You have shifting places of employment (that is, you regularly work at more than one site each day before returning home)
- You carry bulky tools or equipment for work and all of the following apply:
 - The tools or equipment are essential to perform your employment duties and you don't carry them merely as a matter of choice.
 - The tools or equipment are bulky – meaning that because of their size and weight, they are awkward to transport and can only be transported conveniently using a motor vehicle.
 - There is no secure storage for such items at the workplace
- Your home is a base of employment (that is, you are required to start certain work activities at home and travel to a workplace to complete those work activities).

Your Complete Tax Deduction Checklist 2026



HOW TO CALCULATE YOUR CAR EXPENSES

You can choose between the cents per kilometre method or the logbook method to work out your deduction if you either:

- Own the car.
- Lease the car directly from the finance company.
- Hire the car under a purchase agreement with the car dealership or a finance company.

You don't own, lease or hire a car you use under a salary sacrifice or novated lease arrangement. This is because it's usually your employer leasing the car from the financing company and making it available for your use. You can't claim a deduction for car expenses but you can claim additional work-related expenses you incur that are associated with your work use of the car, such as parking and tolls.

CENTS PER KILOMETRE METHOD

If you use the cents per kilometre method, your claim is based on a set rate per kilometre. You:

- Can claim a maximum of 5,000 km for work-related kilometres per year, per car
- Don't need receipts for your expenses (for example fuel receipts)
- Need a record to show how you calculate your work-related kilometres for example, using a diary,
- Need to be able to show that you own the car.

The cents per kilometre rate covers all car expenses, including decline in value, registration and insurance, maintenance, repairs and fuel costs. You can't add these, or any other car expenses, on top of the rate when calculating your deduction.

- 2025 and 2026 – 88c per kilometre
- 2027 – 91c per kilometre

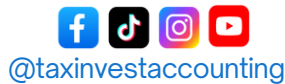
LOGBOOK METHOD

The logbook method allows you to claim the work-related portion of your actual car expenses.

You can claim running costs such as fuel, oil and servicing, registration, insurance, and the decline in value.

You can't claim capital costs, such as the purchase price of your car, the principal of a loan to buy it, or any improvement costs (for example, adding tinted windows).

Your Complete Tax Deduction Checklist 2026



You need records for all other car expenses, including evidence that you own the car and odometer readings at the start and end of the period you use the car during the year.

To work out your work-related use percentage, you need a valid logbook and the odometer readings for the start and end of the logbook period.

YOUR LOGBOOK

- Needs to show your work-related trips for a continuous 12-week period that represents your general pattern of work-related travel.
- Needs to show the destination and purpose of every journey, the odometer reading at the start and end of each journey, and the total kilometres travelled.
- Is valid for 5 years (unless your circumstances change, for example, you change jobs)
- Can be a paper logbook, or can be kept electronically by using an app such as drivers note.

Tip: If you're using the logbook method for 2 or more cars, you'll need to keep a separate logbook for each car. The logbooks must be kept for the same 12-week period.

Remember: A car is a motor vehicle that carries a load of less than one tonne and fewer than 9 passengers (including the driver). This includes electric (zero emission) and hybrid vehicles if they meet this definition. Motorcycles and similar vehicles are not cars.

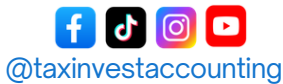
If you use someone else's car, you can claim a deduction for the actual costs you incur that relate to your work use.

If you are claiming for a vehicle that is not a car, you will need to keep records of all expenses and your work-related use. While it is not a requirement to keep a logbook, it is the easiest way to calculate your work-related use.

ELECTRIC AND HYBRID CARS

EV Home Charging rate is 4.20 cents per kilometres

Your Complete Tax Deduction Checklist 2026



HOW WE CAN HELP

Lodging a tax return shouldn't feel like a guessing game.

Whether you're employed, changing jobs, studying, or managing multiple income streams, Tax Invest Accounting ensures that every deduction is captured and your return is optimised.

We take the time to understand your situation and find the best outcome for you, while making the whole process smooth and stress-free. Don't settle for a generic solution, get personalised service that puts money back in your pocket.

OUR BOOKING PROCESS

Employees / Individuals

When booking, you'll be asked a few simple questions. We also recommend completing the Voluntary Checklist to help maximise your tax return and make the most of your appointment.

ABN Holders & Investors

Our two-stage booking process begins with an optional 10-minute consultation to discuss your tax return and answer any questions. You can then upload your documents through the client portal for review. Once all information has been received, you'll be sent a link to book your final 20-minute consultation to complete your tax return.

PLAN SMARTER FOR NEXT YEAR

We encourage our individual clients to ask questions and be proactive. Small decisions throughout the year can make a big difference at tax time.