Working from home

FREQUENTLY ASKED QUESTIONS (FAQ’s) REGARDING YOUR 2021 TAX RETURN

I worked from home because of the COVID lockdown, can I claim anything? Yes, if you had to work from home because of COVID, you can claim a standard daily rate from the ATO. Please let us know the number of days you worked from home, and the number of hours worked each day.

Telephone expenses

I used my phone for work, how much can I claim? You can claim the work-related costs of using your phone, or mobile phone. So, please let us know how much you pay each month, and what % proportion is work related.

Domestic Travel

I had to travel for work, how much can I claim? If you travelled for work, or received a travel allowance, please provide details of nights away and locations. Be sure you have copies on hand of invoices for all travel related expenses.

Overseas Travel

I had to travel overseas, can I claim these costs? If you travelled overseas for work, please advise the total expense amount, including flights, transfer, meals and associated costs. Ensure travel records are kept if you travelled for six nights or more.

Uniform and Protective Clothing

Can I claim expenses for buying uniform and protective clothing? And laundry? Yes, please provide details of the amount you spent on work uniform & protective clothing, including dry cleaning and laundry fees.

Gifts or Donations

I gave money to my favourite charity, can I claim these? Yes, please let us know the details of donations given to eligible charities. Please note, the receipt must show it is tax deductible.

Income Protection Insurance

I paid for income protection insurance, can I claim this? Yes, you can. Please let us know the amount you paid for income protection insurance.

Motor Vehicle Expenses

I used my car for work, can I claim for this? Yes, you can, however, it depends on two things:

* If you did less than 5,000kms related to work, just tell us how many km's you did, what type of car you have, and what size engine.
* If you did more than 5,000kms you need to have kept a logbook, which shows the business

% proportion usage. You can then claim that percentage of the total of all your motor vehicle expenses.

Health Insurance

I had health insurance last year, do you need any paperwork? Yes we do, so please send us the Tax Advice letter your Health Fund has sent you.

Personal Superannuation Contributions

I made some personal super contributions last year, can I claim them as a tax deduction? Yes, you can. But you need to let us know:

* The name of your super fund; and
* Provide a copy of the notice and details.

Liability limited by a scheme approved under Professional Standards Legislation.

Day Compliance Services Pty Ltd T/A Australian Accountants/Easy Tax

ABN: 29 156 504 424

www.Australian-Accountants.com.au; [www.EasyTax.com.au](http://www.EasyTax.com.au)