

Following is a list of suggested tax deductions that may be available to you as a Legal Assistant. However, everyone's situation will be different and it is recommended that you talk to us about any expenses you wish to claim.

- Cost of compulsory uniforms and laundry/dry cleaning of these items
- Travel costs (including bus, train, taxi fares, car expenses, parking fees and tolls) to attend meetings, seminars and training
- Travel costs in relation to collecting documents, deliveries, to the bank/mail may also be deductible
- If you have more than one job, travel from one to the other is also deductible
- Self education expenses (including course fees, books, stationery, equipment and travel) if the course is directly related to your current work
- Union or professional association fees
- Work related postage and stationery (pens, diary, calculator, electronic organisers)
- Replacement and repairs of equipment
- Depreciation of computers, software and a professional library
- Purchase of books, periodicals and magazines related to your work
- Home office expenses (electricity, gas, insurance) if you take work home
- Internet connection fees when used for email or research related to work
- Work-related telephone or mobile calls where they can be identified from an itemised telephone account or where a diary record of calls made over a period of one month has been kept

In addition to these specific deductions, the following general expenses are also allowable:

- Taxation and accountancy fees
- Bank Charges on your work-related or investment accounts
- Donations to registered charities (only where you haven't received anything for your donation – raffle tickets, novelty items etc)
- Income Protection Insurance

It is advisable to keep receipts for *all* purchases relating to your work even if they are not listed above. We can then advise you whether a claim can be made or not.