

Following is a list of suggested tax deductions, which may be available to you as a Cleaner. However, everyone's situation will be different and it is recommended that you talk to us about any expenses you wish to claim. The Australian Taxation Office has issued a ruling (TR95/8) relating specifically to Cleaners, which lists the following as allowable deductions:

- Cost of compulsory uniforms and protective clothing (eg. aprons, gloves, boots)
- Protective equipment (eg. face masks, safety goggles)
- Costs of laundry or dry cleaning of uniforms or protective clothing
- Sun protection items (eg. sunscreen, hats, sunglasses), however an allowance for private use of these items must be taken into account
- Travel costs (including public transport, car expenses, parking fees and tolls) to attend meetings, seminars and training
- If you have more than one job, travel from one to the other is also deductible
- Cost of cleaning products and consumable items
- Replacement and repairs of tools and equipment (including depreciation)
- Purchase of books, journals and magazines related to cleaning
- Annual union or professional association fees
- Self education expenses (including course fees, books, stationery, equipment and travel) if the course is directly related to your current work
- Internet connection fees when used for email or research related to work
- Work related postage and stationery (pens, diary, calculator, electronic organisers etc)
- 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.

Accountants & Business Advisers

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