

2020

Tax Time Toolkit

Building and construction



Australian Government
Australian Taxation Office

Helpful occupation guides and information for tax time

We encourage you to share this information with your staff, clients, members and networks.

The following pages contain practical and tailored information to help anyone in the building industry understand what they can and can't claim in their tax return.

You'll find tips for builders, engineers, apprentices and tradies as well as 'ready to use' messages you can adapt for your own communication channels.

Occupation guides:

- [Apprentice](#)
- [Construction worker](#)
- [Engineer](#)
- [Office worker](#)
- [Tradie](#)

Common claims:

- [Car expenses](#)
- [Gifts and donations](#)

Ready-to-use messages:

- [Social media posts](#)
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If you're an apprentice it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** a deduction for the cost of travel while performing your duties. This includes travel between different work locations, including for different employers. Normal trips between home and work are private in nature and can't be claimed. This applies even if you:
 - live a long way from your usual workplace, or
 - have to work outside normal business hours (eg weekend shifts).In limited circumstances, **you may be able to claim** the cost of trips between home and work, but only if you:
 - don't have a usual workplace and you travel between home and different workplaces for the same employer at least every few days, or
 - carry bulky tools or equipment for work (eg an extension ladder) provided:
 - > your employer requires you to transport the equipment for work
 - > the equipment is essential to earning your income
 - > there is no secure area to store the equipment at the work location
 - > the equipment is bulky – at least 20kg – and difficult to transport.

If you claim car expenses, you must:

- keep a logbook of your work trips, or
- be able to show us your claim is reasonable if you use the cents per kilometre method (for claims up to 5,000 km only).

Your vehicle is not considered to be a car if it is a vehicle with a carrying capacity of:

- one tonne or more, such as a ute or panel van
- nine passengers or more, such as a minivan.

In these circumstances (eg if you use a ute) **you can claim** the proportion of your vehicle expenses that relate to work – such as fuel, oil, insurance, repairs and servicing, car loan interest, registration and depreciation.

You need to keep receipts of your actual expenses. You cannot use the cents per kilometre method for these vehicles. While it is not a requirement to keep a logbook, it is the easiest way to show how you have calculated your work-related use of the vehicle.



Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job – for example, your apprenticeship course.
- ✓ **You can also claim** a deduction for the cost of travel from your home to your place of education and back, or your workplace to your place of education and back. You must keep records of your travel expenses to claim a deduction.
- ✗ **You can't claim** a deduction if your:
 - study is only related in a general way or is designed to help you get a new job. For example, if you're an apprentice carpenter you can't claim the cost of study to enable you to become a builder.
 - employer pays your apprenticeship course fees outright, or reimburses you upon completion of your course.

Tools and equipment expenses



- ✓ **You can claim** a deduction for tools or equipment you are required to buy for your job.
 - ✗ If you also use the tools or equipment for private purposes, **you can't claim** a deduction for that use. For example, if you have a tool set that you use for private purposes half the time, you can only deduct 50% of the cost. If the tools or equipment are supplied by your employer or another person, you can't claim a deduction.
- If a tool or item of work equipment you only used for work:
- cost more than \$300 – **you can claim** a deduction for the cost over a number of years (depreciation)
 - cost \$300 or less – **you can claim** an immediate deduction for the whole cost.

Clothing expenses



- ✓ **You can claim** a deduction for:
 - the cost of buying, mending and cleaning uniforms that are unique and distinctive to your job – eg a uniform your employer requires you to wear.
 - protective clothing your employer requires you to wear – eg hi-vis vests, steel-capped boots and safety glasses.
- ✗ **You can't claim** a deduction for plain clothing worn at work, even if your employer tells you to wear it or you only wear it for work (eg workwear or tradie wear that is not designed to provide you with sufficient protection from the risk of injury at your work site).

Other expenses



- ✓ Other work-related expenses **you can claim** include:
 - protective equipment such as sunscreen, sunhats and sunglasses
 - union and professional association fees
 - phone expenses if you have to make phone calls or send texts for work.
- Remember, you can only claim the work-related part of the expense.

If you're a construction worker it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** a deduction when you:
 - drive between separate jobs on the same day – eg from your job in construction to your second job as a security guard
 - drive to and from an alternate workplace for the same employer on the same day – eg travelling between depots or worksites.
- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg weekend or early morning shifts.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg a large extension ladder. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – or the environment you work in – or protective clothing that your employer requires you to wear – eg steel-capped boots, high-vis vests, fire-resistant and sun-protection clothing.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if you only wear it to work and even if your employer tells you to wear it – eg standard jeans, drill shirts and trousers.

Travel expenses



- ✓ **You can claim** a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location – eg travelling to a remote area, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred while carrying out your work duties and your employer has not provided or reimbursed you.*
- ✗ Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight, you spent the money and the travel was directly related to earning your income.

* Circumstances may be different for FIFO workers.*

Depreciation of tools and equipment expenses

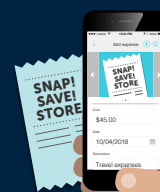


- ✓ **You can claim** a deduction for the cost of the purchase of tools and equipment you are required to use for work. You can't claim a deduction relating to any private use of the equipment or if the tools and equipment are supplied by your employer or another person.
If a tool or item of work equipment only used for work:
 - cost more than \$300 – you claim a deduction for the cost over a number of years (depreciation)
 - cost \$300 or less – you can claim an immediate deduction for the whole cost.
- ✓ **You can claim** a deduction for the cost of repairing tools and equipment for work. If the tools or equipment were also used for private purposes, you cannot claim a deduction for that part of the repair cost.

Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:
 - protective equipment such as sunglasses, sunhats and sunscreens
 - safety equipment such as harnesses, goggles and breathing masks
 - union fees.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

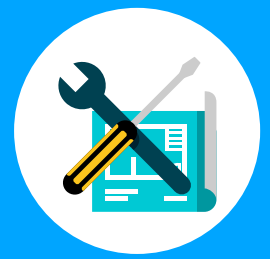


This is a general summary only.
For more information, go to ato.gov.au/occupations



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If you're an engineer it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Self-education and study expenses



- ✓ **You can claim** a deduction for self-education and study expenses if they directly relate to your current employment as an engineer and they:
 - maintain or improve the skills and knowledge you need for your current duties
 - result in or are likely to result in an increase in your income from your current employment.
- ✗ **You can't claim** a deduction if your study is only related in a general way to your current job or is designed to help you get a new job.

Car expenses



- ✓ **You can claim** the cost of using a car you own when you drive:
 - between separate jobs on the same day – for example, travelling from your main job as a mechanical engineer to your second job as a university lecturer
 - to and from an alternate workplace for the same employer on the same day – for example, travelling from your office to a job site.
- ✗ **You can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or work outside normal business hours.
- ✓ In limited circumstances **you can claim** the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if:
 - 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 – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
 - there is no secure storage for the items at the workplace.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

Clothing, footwear and laundry expenses



- ✗ **You can't claim** the cost of buying or cleaning conventional clothing or plain uniforms worn at work – for example work wear brand shirts or plain black pants, even if you only wear it to work and your employer tells you to wear it
- ✓ **You can claim** the cost of buying, hiring, repairing, replacing or cleaning uniforms that are:
 - protective clothing
 - compulsory uniforms
 - non-compulsory uniforms registered with AusIndustry (check with your employer if you're unsure).
- ✓ **You can claim** clothing and footwear that you wear to protect yourself from the risk of injury or illness posed by your income-earning activities or the environment in which you carry them out. To be considered protective, the items must provide a sufficient degree of protection against that risk – for example, gloves and protective boots.
- ✗ **You can't claim** a deduction for clothing and laundry expenses if your employer supplies and launders the clothing.

Meal expenses



- ✓ **You can claim** the cost of a meal that you buy and eat when you work overtime, if you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income.
- ✗ **You can't claim** a deduction for the cost of food, drink or snacks you consume during your normal working day, even if you receive an allowance to cover the meal expense. These are private expenses.

Home office expenses



- ✓ **You can claim** the work-related portion of running expenses for your home office when you work from home, including the decline in value of your office equipment, internet costs and electricity for heating, cooling and lighting.

You can only claim a deduction for the additional running costs incurred as a result of working from home. For example, if you work in your lounge room when others are also present, the cost of lighting and heating or cooling that room is not deductible because there is no additional cost for those expenses as a result of you working from home.

To work out your home office expenses, you can either use a fixed rate of 52 cents per hour for each hour that you work from home or calculate your actual expenses.
- ✗ **You can't claim** occupancy expenses, such as the cost of rates, mortgage interest, rent and insurance.

Other expenses



- ✓ **You can claim** the work-related portion of other expenses if it relates to your employment, including:
 - parking fees and tolls where car expense conditions are met
 - transport or car expenses covered by an award transport payment where you have actually spent the money on deductible work-related travel
 - union and professional association fees
 - phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - renewal of licences, permits, certificates or white cards related to your work (but you can't claim the initial cost of getting your licence, permit, card or certificate in order to gain employment)
 - technical or professional publications.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

This is a general summary only.
For more information, visit ato.gov.au/occupations or speak to a registered tax professional.



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If you're an office worker it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** a deduction when you:
 - drive between separate jobs on the same day – eg from your office job to a second job as a musician
 - drive to and from an alternate workplace for the same employer on the same day – eg travelling to a different office to attend a meeting for the same employer.

- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg having to work late to speak to a colleague in a different time zone.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg large heavy filing boxes full of records you need for a particular meeting. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job, eg human resource training for a manager.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job, eg a health and wellbeing course.

Travel expenses



- ✓ **You can claim** a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location – eg travelling to a remote office, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.
- ✗ Receiving a travel allowance from your employer does not automatically entitle you to a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your income.

Home office expenses



- ✓ **You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.
If you keep a diary of your home office usage, you can calculate your claim quickly using the home office expenses calculator.
- ✗ **You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

Clothing expenses



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer – or protective clothing that your employer requires you to wear.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work, eg a business suit.

Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the cost of seminars and conferences, technical or professional publications, union and professional association fees.



If you're a tradie it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** a deduction for the cost of travel while performing your duties. This includes travel between different work locations, including for different employers.

Normal trips between home and work are private in nature and can't be claimed. This applies even if you:

- live a long way from your usual workplace, or
- have to work outside normal business hours (eg weekend shifts).

In limited circumstances, **you may be able to claim** the cost of trips between home and work, but only if you:

- don't have a usual workplace and you travel between home and different workplaces for the same employer at least every few days, or
- carry bulky tools or equipment for work (eg an extension ladder) provided:
 - your employer requires you to transport the equipment for work
 - the equipment is essential to earning your income
 - there is no secure area to store the equipment at the work location
 - the equipment is bulky – at least 20kg – and difficult to transport.

If you claim car expenses, you must:

- keep a logbook of your work trips, or
- be able to show us your claim is reasonable if you use the cents per kilometre method (for claims up to 5,000 km only).

Your vehicle is not considered to be a car if it is a vehicle with a carrying capacity of:

- one tonne or more, such as a ute or panel van
- nine passengers or more, such as a minivan.

In these circumstances (eg if you use a ute) **you can claim** the proportion of your vehicle expenses that relate to work – such as fuel, oil, insurance, repairs and servicing, car loan interest, registration and depreciation.

Keep receipts for your actual expenses. You cannot use the cents per kilometre method for these vehicles. While it is not a requirement to keep a logbook, it is the easiest way to show how you have calculated your work-related use of the vehicle.



Travel expenses



- ✓ If you are required to travel away from home overnight for work, **you can claim** a deduction for accommodation and meal expenses.

Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight for work and you spent the money.

Clothing expenses



- ✓ **You can claim** a deduction for:
 - the cost of buying, mending and cleaning uniforms that are unique and distinctive to your job (eg a uniform your employer requires you to wear)
 - protective clothing your employer requires you to wear (eg hi-vis vests, steel-capped boots and safety glasses).
- ✗ **You can't claim** a deduction for plain clothing worn at work, even if your employer tells you to wear it or you only wear it for work (eg jeans or a plain shirt).

Tools and equipment expenses



- ✓ **You can claim** a deduction for tools or equipment you are required to buy for your job.
- ✗ If you also use the tools or equipment for private purposes, **you can't claim** a deduction for that use. For example, if you have a tool set that you use for private purposes half the time you can only deduct 50% of the cost. If the tools or equipment are supplied by your employer or another person, you can't claim a deduction.

If a tool or item of work equipment you only used for work:

- cost more than \$300 – **you can claim** a deduction for the cost over a number of years
- cost \$300 or less – **you can claim** an immediate deduction for the whole cost.

Other common deductible expenses



- ✓ Other work-related expenses **you can claim** include:
 - protective equipment such as sunscreen, sunhats and sunglasses
 - union fees
 - phone expenses if you have to make phone calls or send texts for work.
- Remember, you can only claim the work-related part of the expense.



Car expenses

What's under the bonnet?

If you use your **own** car for work purposes, you can claim a deduction using the **cents per kilometre** method or **logbook** method. If you use someone else's car for work purposes, you can only claim for direct costs you pay for – such as fuel.

You can claim a deduction for car expenses if:

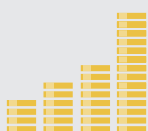
- ✓ you use your car in the course of performing your work duties
- ✓ you attend work-related conferences or meetings away from your normal workplace
- ✓ you travel directly between two separate places of employment and one of the places is not your home
- ✓ you travel from your normal workplace to an alternative workplace and back to your normal workplace
- ✓ you travel from your home to an alternative workplace and then to your normal workplace
- ✓ you perform itinerant work.



Remember

- ✗ You can't claim a deduction for normal daily journeys between home and work except in limited circumstances where you carry bulky tools or equipment (such as an extension ladder or cello) that:
 - your employer requires you to use for work
 - you cannot leave at work.
- ✗ If travel is partly private, you can only claim the work-related portion.
- ✗ You can't claim a deduction for car expenses that have been salary sacrificed.
- ✗ You can't claim a deduction if you have been reimbursed for it.

You can calculate your car expenses in two ways



Cents per kilometre method

- You can claim a maximum of 5,000 business kilometres per car, using this method.
- Your claim is based on 68 cents per kilometre.
- You don't need written evidence but you need to be able to show how you worked out your business kilometres (for example, by producing diary records of work-related trips).



Logbook method

- Your claim is based on the business-use percentage of expenses for the car.
- Expenses include running costs and decline in value. You can't claim capital costs, such as the purchase price of your car, the principal on any money borrowed to buy it and any improvement costs (eg, adding paint protection and tinted windows).
- To work out your business-use percentage, you need a logbook and the odometer readings for the logbook period. The logbook period is a minimum continuous period of 12 weeks.

- You can claim fuel and oil costs based on your actual receipts or you can estimate the expenses based on odometer records that show readings from the start and the end of the period you used the car during the year.
- You need written evidence for all other expenses for the car.

Your vehicle is **not** considered a car if it is a motorcycle or a vehicle with a carrying capacity of:

- ✗ one tonne or more, such as a utility truck or panel van
- ✗ nine passengers or more, such as a minivan.

Keep receipts for your actual expenses. You cannot use the cents per kilometre method for these vehicles. While it is not a requirement to keep a logbook, it is the easiest way to show how you have calculated your work-related use of the vehicle.

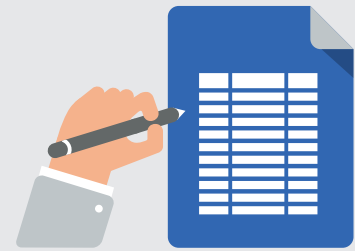
Keeping a logbook

Your logbook must cover at least **12 continuous weeks**. If you started using your car for work-related purposes less than 12 weeks before the end of the year, you can extend the 12-week period into the next financial year.

If you are using the logbook method for two or more cars, keep a logbook for each car and make sure they cover the same period.

Your 12 week logbook is valid for 5 years. However, if your circumstances change (eg, you change jobs) and the logbook is no longer representative, you will need to complete a new 12 week logbook.

Your logbook can be electronic or paper. The example below has the details you need to keep.



Car details

Make:

Holden

Model:

Barina

Engine capacity:

2.4L

Registration number:

ABC 123

Journey start date	Odometer reading at start of journey	Journey end date	Odometer reading at end of journey	Reason for the journey	Total kilometres travelled
27 August 2017	10,200km	27 August 2017	10,210km	Private – take kids to school	10km
27 August 2017	10,210km	27 August 2017	10,230km	Private – travel to work	20km
27 August 2017	10,230km	27 August 2017	10,245km	Business – travel to offsite client meeting	15km
27 August 2017	10,245km	27 August 2017	10,260km	Business – return to office	15km
27 August 2017	10,260km	27 August 2017	10,280km	Private – travel from office to home	20km

Calculate your work-related car use

(Complete this section after 12 continuous weeks of logbook use)

Logbook period (dd/mm/yy to dd/mm/yy) 01/09/17 to 21/11/17

a) Calculate the **total** number of kilometres travelled during the logbook period:

4,200km

b) Calculate the number of kilometres you travelled in the course of earning your income during the logbook period:

1,470km

c) Calculate the work-related use by dividing the amount at (b) by the amount at (a). Multiply this figure by 100.

Your business use percentage is: 35%

Once you've calculated your business use percentage, multiply it by your car expenses to figure out your claim.

Car expenses can include running costs such as fuel, oil, and servicing, registration, insurance and vehicle depreciation. You can claim fuel and oil costs based on receipts or you can estimate the expenses based on odometer records that show readings from the start and end of the period you used the car during the year.

You need written evidence for all other expenses for the car.

The **ATO app's myDeductions** tool can be used to record work-related car trips as well as any car expenses. You can share your myDeductions records directly with your agent at tax time. For more information, visit ato.gov.au/mydeductions.



Gifts and donations

When can I claim?

- ✓ You can claim a deduction for a donation you make to an organisation if the donation meets four conditions:
 - You make it to a deductible gift recipient (DGR)
 - It must truly be a donation. A donation is a voluntary transfer of money or property where you receive no material benefit or advantage*
 - It must be money or property, which includes financial assets such as shares
 - You have a record of the donation such as a receipt.

* If you receive a material benefit – that is if the donor receives something which has a monetary value from the DGR in return for their donation – it is considered a contribution, and extra conditions apply. Visit ato.gov.au/gift-or-contribution for more information.



What is a DGR?

A deductible gift recipient (DGR) is an organisation or fund that can receive tax deductible gifts.

Not all charities are DGRs. For example, in recent times there has been an influx of crowdfunding campaigns. Many of these crowdfunding websites are not run by DGRs.

You can check whether your donation was made to an endorsed DGR on the Australian Business Register website abn.business.gov.au/DgrListing.aspx.

What records do I need?

- ✓ You should keep records of all tax deductible gifts and contributions you make.

When you make a donation, the DGR will usually issue you with a receipt – but they don't have to. If this is the case, in some circumstances, you can still claim a tax deduction by using other records, such as bank statements.

If a DGR issues a receipt for a deductible gift, the receipt must state:

- the name of the fund, authority or institution to which the donation has been made
- the DGR's ABN (if any – some DGRs listed by name might not have an ABN)
- that the receipt is for a gift.

If you give through a workplace giving program your payment summary or a written record from your employer is sufficient evidence.

Bucket donations

- ✓ If you made one or more donations of \$2 or more to bucket collections conducted by an approved organisation for natural disaster victims, you can claim a tax deduction of up to \$10 for the total of those contributions without a receipt. Further information is available on the **ATO website**.



When you can and can't claim a deduction

- ✓ You may be able to claim a deduction when:
 - the gift or donation is \$2 or more and you have a record of the donation
 - you donate property or shares, however special rules apply (see ato.gov.au/gifts-and-fundraising-rules)
 - there are special circumstances under the Heritage and Cultural gift programs where donations can also be deductible (see ato.gov.au/cultural-gifts for more detail).

Token items used to promote a DGR can be claimed as a deduction, such as label pins, wristbands and stickers.

- ✗ You can't claim gifts or donations as a deduction when it is for:
 - the purchase of raffle or art union tickets, such as an RSL Art Union prize home
 - the purchase of fundraising items that have an advertised price and can be used, such as chocolates, mugs, keyrings, caps or toys
 - the cost of attending fundraising dinners, even if the cost exceeds the value of the dinner
 - payments to school building funds made, for example, as an alternative to an increase in school fees
 - gifts to families and friends regardless of the reason
 - donations made under a salary sacrifice arrangement
 - donations made under a will.

Gifts and donations to political parties and independent candidates and members

In some circumstances, your gifts and donations to registered political parties and independent candidates may be claimed as a deduction.

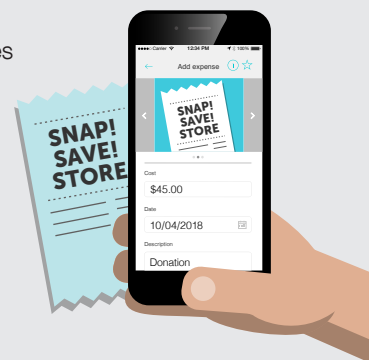
Your gift or donation must be \$2 or more and be money or property that you purchased during the 12 months before making the donation. This includes if you pay a membership subscription to a registered political party. You must also make the gift or donation as an individual, not in the course of carrying on a business, and it can't be a testamentary donation.

The most you can claim in an income year is:

- \$1,500 for contributions and gifts to political parties, and
- \$1,500 for contributions and gifts to independent candidates and members.

To claim a deduction you must keep a written record of your donation.

To find out who is registered, go to ato.gov.au/political-gifts.



Ready-to-use Tax Time messages

Below are a range of messages you can use (or adapt) for your own communication channels, such as websites, intranets, newsletters and social media platforms.

Suggested social media posts for Facebook, Twitter and LinkedIn profiles

It's tax time! Brush up on the deductions you can claim by downloading the ATO's building and construction work-related expenses guide at ato.gov.au/occupation20

Deductions for building and construction employees can include travel, clothing and self-education expenses. Build a strong foundation of tax knowledge and download the ATO's building and construction work-related expenses guide at ato.gov.au/occupation20 to understand what you can and can't claim.

How to nail your tax return

It's that time of year again when you need to start thinking about your tax. But before you rush to spend money on items just for the sake of claiming them back, double check what you can and can't claim. Remember, people who lodge false work-related expenses are in the ATO's sight.

Three common claims the ATO are keeping an eye on this year

1. Clothing and footwear – make sure your clothing and laundry claims don't land you in hot water this tax time! You can claim the cost of buying and cleaning:

- protective clothing and footwear that provides a sufficient degree of protection against the risk of injury or illness posed by the activities you undertake to earn your income
- occupation specific and not conventional, everyday items of clothing
- a compulsory uniform that identifies you as an employee of an organisation with a strictly enforced policy that makes it compulsory for you to wear the uniform while you're at work
- a non-compulsory uniform with a design that has been registered with AusIndustry by your employer.

You can't claim the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, such as heavy-duty drill shirts, trousers or running shoes.

2. Travel – you can claim accommodation, meals and incidentals when you travel for work and sleep away from your home overnight. Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight, you spent the money and the travel was directly related to earning your income.

3. Car – you can claim the cost of using a car you own when you drive:

- between separate jobs on the same day
- to and from an alternate workplace for the same employer on the same day.

You can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or work outside normal business hours. In limited circumstances you can claim the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if:

- 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 – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by motor vehicle
- there is no secure storage for the items at the workplace.

Simply driving between work and home is not enough to warrant a deduction.

Remember, the ATO's ability to identify unusual work-related expense claims is becoming more sophisticated due to enhancements in technology and data analytics. You must keep accurate records. The *myDeductions* tool in the ATO app makes keeping records easier. The app is particularly useful for people who use their car for work. At tax time the data from the app can be sent directly to a tax agent or uploaded into myTax.