



Mansfield Accounting & Taxation

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Preparing Your Tax

To prepare your annual tax return, it is a good start to ensure you have the following information

- PAYG payment summaries.
- Interest and dividend income statements.
- Record of use of your motor vehicle for work purposes - be it a diary or log book
- Details about bus, train or taxi travel for work purposes.
- Details about costs incurred to stay away from home overnight for work purposes.
- Details of any costs incurred to attend training courses.
- Details of costs of any protective clothing or compulsory uniform expenses including footwear, glasses and sunscreen.
- Costs of any subscriptions, telephone costs, low cost tools, reference materials, computer costs etc, that relate to your job.
- Costs of any education tax refund expenses like new computers educational software, stationery etc for the kids' education.
- Private health insurance annual statement (if you have private health insurance).
- Income protection insurance costs for the year.

