

Ultimate 2025 Tax Deduction Checklist

Why Use This Checklist?

Maximise your refund and reduce audit risk. This checklist covers the most common (and often missed) deductions for individuals, sole traders, and small businesses in Australia.

Work-Related Deductions

- Tools and equipment
- Uniforms or protective clothing
- Work-related travel (excluding commuting)
- Phone, internet (portion used for work)
- Home office expenses

Business Expenses

- Software subscriptions (Xero, Canva, etc.)
- Advertising and marketing
- Insurance premiums
- Professional services (accounting, legal)
- Bank fees and loan interest

Home Office

- Electricity and internet (proportional use)
- Depreciation of equipment
- Furniture (desk, chair)
- Cleaning expenses

Education & Subscriptions

- Work-related courses and seminars

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- Trade/professional publications
- Memberships to professional bodies

Vehicle and Travel

- Business travel (flights, accommodation, meals)
- Car expenses (logbook or cents/km method)
- Parking and tolls (work-related only)

Superannuation & Donations

- Personal super contributions (with Notice of Intent)
- Donations to registered charities

Keep These Records!

- Keep receipts and records for at least 5 years
- Use apps or tools to track expenses throughout the year
- Save copies of tax invoices and work-related communication

Need Help?

Download more resources or book a free consult at www.adenixaccountingsydney.com.au