

FAJ Top Tax Tips 2018



Administration

Turn work at home into tax deductions

Maximise your travel related deductions

Use private health insurance to reduce your tax surcharge

These are just three points from the following detailed Top Tax Tips sheet, Francis A Jones has developed to help you get exactly what you're entitled to in your tax refund.

Because when you make all the claims you're entitled to, it all adds up. And our job is to make sure you get every cent you can.

You can make an appointment by filling out the online appointment form or phone FAJ on 9335 5211.

www.faj.com.au/taxreturns



Francis A Jones
Where people count.

FAJ Top Tax Tips for Administration Employees

Turn work at home into tax deductions Internet, telephone and power may be tax deductible expenses if you perform some work from home. Keep a diary spent of the hours using your home office and work-related phone calls made over a one month period, and we can use this to calculate your claim for the year.

Maximise your travel related deductions Travel for work related activities such as collecting mail, banking and picking up supplies is tax deductible. Keep track of all work travel and expenses to allow us to claim the most for your car. Ask us for a complimentary FAJ log book or use our app.

Use private health insurance to reduce your tax surcharge If you earn more than \$90,000 per year as a single person (more for couples and families), and you do not have appropriate private health insurance you will be liable to pay the Medicare Levy Surcharge. We can help you understand your tax saving from taking up private health insurance.

Claim on work related education and training Costs incurred in attending seminars, conferences, workshops and training such as first aid, bookkeeping, and computer skills are tax deductible, provided they relate to your current employment.

It's not just our fees that are tax deductible Did you know that as well as being able to claim the fees paid to FAJ for preparing your tax return, you can also claim the cost of travelling to FAJ and parking fees.

Get the most out of your property investments For tips on what you can claim and what it means to negatively gear a property, please download our checklist 'FAJ Top Tax Tips for Property Investors'.

Save by packaging your salary A good way to increase your take home pay or your super balance is to take advantage of salary packaging. Items which can be salary sacrificed include superannuation contributions, motor vehicle leases and portable electronic devices. We can help select the best package for you.

Maximise your work related deductions As a general rule, if an item of expenditure is directly related to your work and is not private it might be deductible. For example compulsory uniforms, stationery, union fees, subscriptions and journals are all deductible.

Choose the most generous parental leave Expecting a baby? Most families are better off receiving Parental Leave Pay rather than the Newborn Upfront Payment. If you are eligible we can help you choose the payment which is best for you.

Ensure you get the maximum family tax benefit Not claiming Family Tax Benefit fortnightly? The good news is you may be eligible for a lump sum - but don't miss the deadline for claiming. See us for any information relating to your Family Tax Benefit claim.

Super is now deductible for employees From 1 July 2017 you can claim a tax deduction for your own super contributions in addition to your employer's contribution. The total amount of tax deductible contributions made by both yourself and your employer cannot exceed \$25,000p.a



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