

Tools and Equipment Questionnaire

Taxpayer's name _____
Tax file number _____
Year ended _____
Employer _____

1. Please provide details of your occupation.

2. How are the tools described listed below used by you in deriving assessable income?

3. Would your employer support the need for the use of the tools?

YES/NO

If no, why do you believe a claim can still be made?

4. How has the effective life been determined for the tools and equipment?

Description

Effective Life

Description	Effective Life
_____	_____
_____	_____
_____	_____

6. Were any of the tools used for business and private purposes?

YES/NO

If **yes**, then how have you adjusted your tax claim to take into account the private use?

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*Other than for the acts or omissions of financial services licensees.

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7. Please list all tools and equipment that you have depreciated.

Description	Acquisition date	Depreciation claim
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total depreciation on tools and equipment		\$ _____

8. Please provide details of all repairs to equipment.

Description	Date incurred	Repairs claim
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total repairs deduction		\$ _____

9. List of tools purchased during the year that are outright deductible.

Description	Date incurred	Deduction claim
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total outright deduction		\$ _____

10. **Less:** any reduction for private use of the above.

Description	Private use percentage
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total claim for tools	\$ _____
7+8+9+10	

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Taxpayer's tools and equipment declaration

- A. *I confirm that I wish to make the above claim for tools and equipment on the basis that I have incurred the above expenses in deriving my assessable income and I have the necessary records to substantiate my claim;*
- B. *My tax agent has explained to me the law as it relates to claims for tools and equipment; and*
- C. *I understand that if I have any further queries it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.*

Signed.....

Dated

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