

Other related expenses

for 2011 Tax Return



Please complete and sign this form, then e-mail, fax, post or hand deliver it to our office

OR

Submit the actual documentation detailed on this checklist for JEM to compile

TO: JEM Partners

FAX:

(03) 9899 5723

ATTENTION:

E-MAIL:

tax@jempartners.com.au

CLIENT NAME:		CLIENT SIGNATURE:	X
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EXPENSE DETAILS	
Internet costs	Union fees
Subscriptions and associations	Overtime meals
Number of hours per week (on average) where you complete work at home	Tangible consumables (eg, calculators, briefcase, stationery and postage)
Mobile phone costs	Home phone line IF you are required to be on call
Purchase of any assets during the year	Computer, software and PC consumables
Other tangible expenses	
REMEMBER, IF YOU CANT BACK UP THE EXPENSES WITH RECEIPTS, YOU MUST BE ABLE TO SUBSTANTIATE WITH EITHER BANK OR CREDIT CARD STATEMENTS	