

Checklist for Media Professionals



You Can Claim:

- ☐ Tools & gear (like cameras, dictaphones, editing software – if paid by you)
- ☐ Logoed uniforms or protective clothing (not regular workwear)
- ☐ Travel (overnight work trips: meals, accommodation, transport)
- ☐ Work-from-home expenses (utilities, repairs, home office gear)
- ☐ Phone & internet (work-related usage on personal devices, proportionally)
- ☐ Self-education (courses relevant to your current media role – shorthand, new tech)
- ☐ Work-related media (newspaper, subscriptions, pay TV if not employer-covered)

You Cannot Claim:

- ☐ Conventional clothing (jeans, suits, comfy shoes – even if “on set”)
- ☐ Entertainment (concerts, games, business meals – even if networking)
- ☐ Employer-supplied gear (no claiming that laptop or DSLR they gave you)
- ☐ Everyday meals/snacks (yes, even if you are chasing a deadline or starving)
- ☐ Doctor visits
- ☐ Uber eats, cabs, taxis, and drivers

Record-Keeping Musts:

- ☐ Digital receipts (clear image or email with supplier, date, amount, and description)
- ☐ No need to keep receipts under \$10 unless they add up to more than \$200 total.



Book your FREE consultation today
and avoid last-minute tax stress.

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