

Tools and equipment questionnaire

Taxpayer's name _____

Tax file number _____

Year ended _____

Employer _____

1. Please provide details of your occupation.

2. Please outline the tools and equipment that were purchased during the year.

Date	Description	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. How are the tools described above used by you in deriving assessable income?

4. 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?

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

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?

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.....