#### 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.*

*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**