

F - 2025 WORK RELATED EQUIPMENT WORKSHEET

NAME

TFN

Please provide details of all work related equipment purchased as illustrated below. If you are registered for GST, you should exclude GST from the values listed below, whereas if you are not registered for GST, you can claim the cost including GST.

Decline in value of depreciating assets

If the item cost \$300 or less and you use it mainly for a work-related purpose, you can claim an immediate deduction for its cost in the year you buy it.

You can claim a deduction for the decline in value of depreciating assets over the effective life of the item, if it either:

- cost more than \$300
- forms part of a set that together cost more than \$300.

If you use the asset for work and private purposes, you can only claim the work-related portion of the decline in value as a deduction.

For example, if you buy a device for \$1,000 that you use 80% of the time for work-related purposes and 20% of the time for private purposes, you can only claim a deduction of \$800 (80% × \$1,000) in the income year you buy it.

To claim a deduction for the decline in value of depreciating assets, you must:

- keep receipts showing the amount you spent on the assets
- show the percentage of the year you used those depreciating assets exclusively for work.

Description	Amount	Date of Purchase	Personal Use %
EXAMPLE: Computer	\$4,000	01/10/2024	