

EOFY Tax Checklist 2025 - For Employees

Before 30 June

- Prepay work-related expenses (courses, subscriptions)
- Claim WFH deductions (fixed rate: 67c/hour or actual)
- Purchase tools, uniforms, or professional items
- Top up superannuation (concessional cap: \$30,000)
- Review private health insurance (avoid MLS)
- Claim income protection insurance
- Make deductible donations to DGR charities

What to Prepare

- Income statement (from employer via MyGov)
- Work expense receipts (uniforms, tools, education)
- Home office hours or utility bills
- Super contribution summary
- Private health insurance statement
- Bank interest & dividend summaries
- Last year's tax return