



myDeductions

- <https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/>
(<https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/>)
- Last modified: 21 Jun 2017
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myDeductions

Simply download the [ATO app \(/General/Online-services/ATO-app/\)](/General/Online-services/ATO-app/) to your smart device and choose whether you'd like to use the tool as an individual, sole trader, or both. Then you can add:

- deductions/expenses
- vehicle trips
- income (if you're a sole trader)
- photos of your invoices and receipts.

Watch our [How-to videos](#) for a demonstration of how to add an expense and more.

Whether you lodge your own return or use a tax agent, myDeductions can help you keep your tax records. At tax time you can upload your data to pre-fill your tax return or email it to your tax agent.

Make sure you record your information on a single device throughout the year because you can only upload once per financial year. Back up your data regularly in case your device is broken, lost or stolen.

See also:

- [ATO app \(/General/Online-services/ATO-app/\)](/General/Online-services/ATO-app/)
- [myDeductions \(/General/Online-services/ATO-app/##_myDeductions\)](/General/Online-services/ATO-app/##_myDeductions)
- [Specific myDeductions information for individuals and sole traders](#)

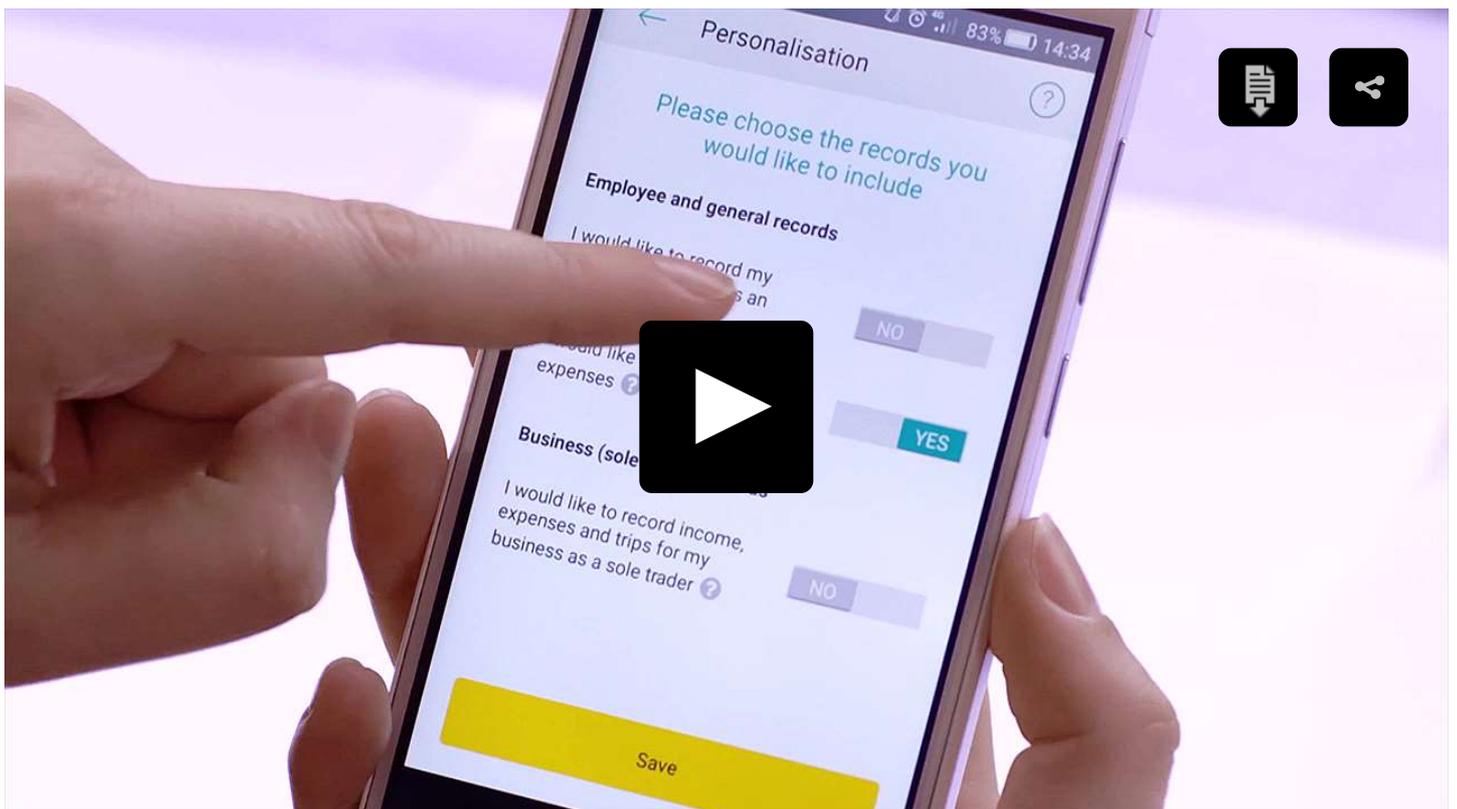
- [Specific myDeductions information for tax professionals](#)

How-to videos

- <https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/?page=2> (<https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/?page=2>)
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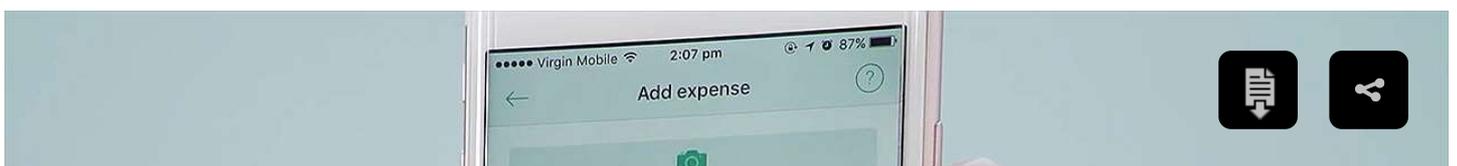
A quick demonstration of myDeductions

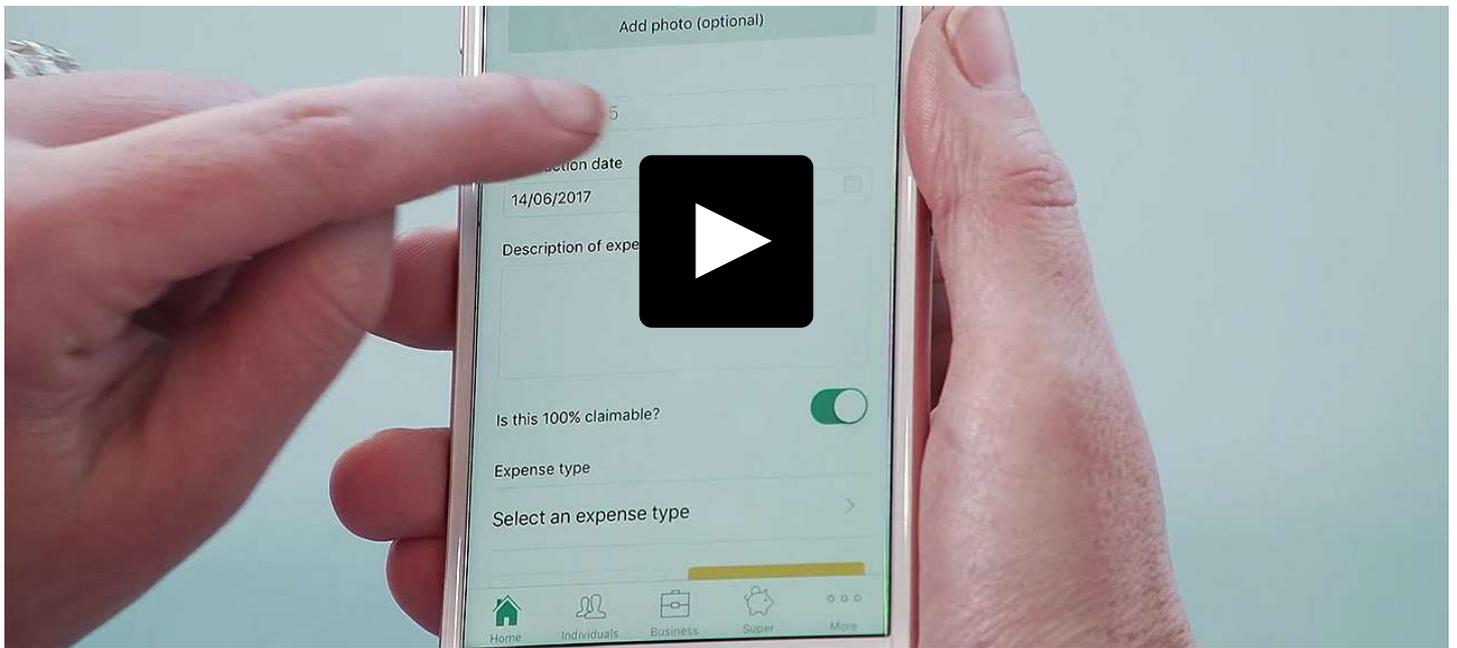
This video shows how easy it is to use the ATO app's myDeductions tool to keep your records on the go.



How to add an expense

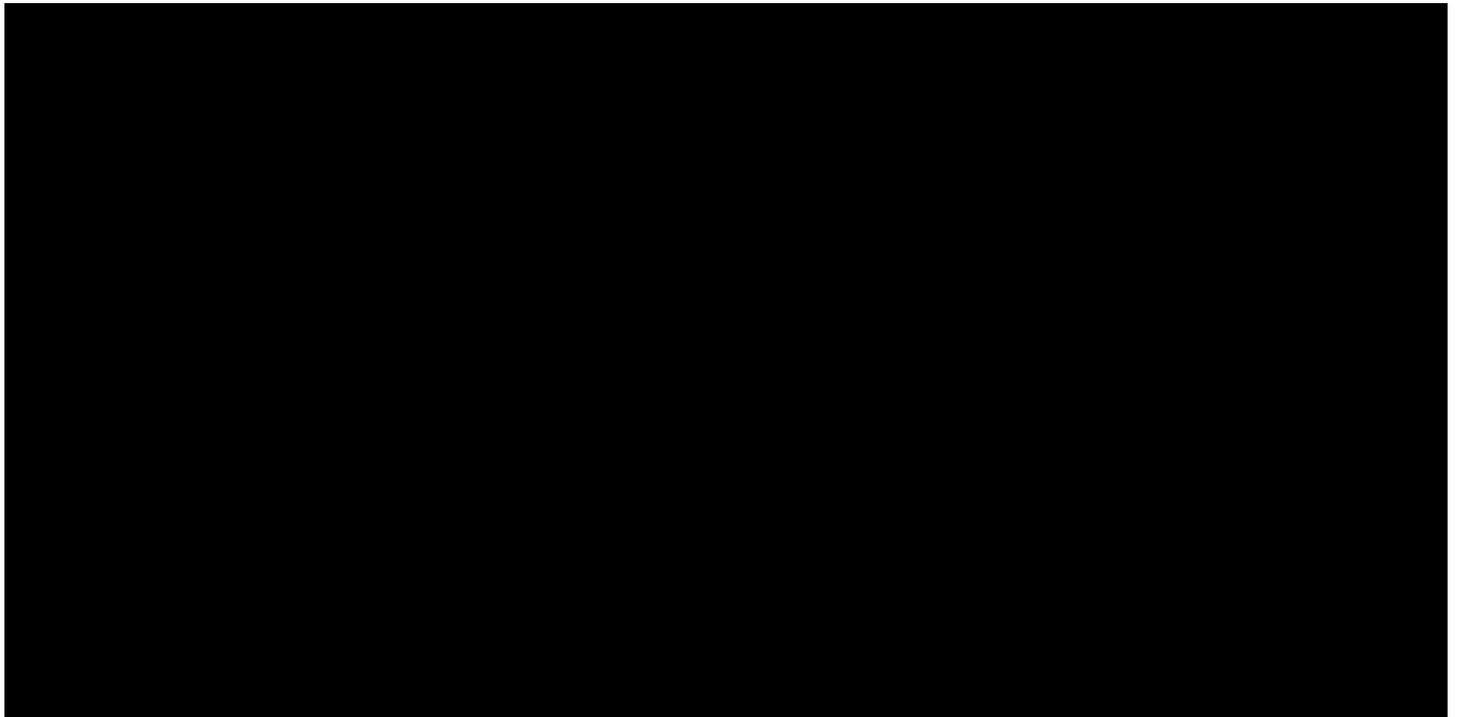
This video shows how easy it is to record your claims with myDeductions.





How to add a vehicle and manage your car trips

This video shows how quick managing your work-related car expenses can be with myDeductions.



How to claim your expenses if they're partly private

This video shows how easy it is to separate work use, from private use with myDeductions.

Specific myDeductions information for individuals and sole traders

- <https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/?page=3> (<https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/?page=3>)
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The previous functionality allowed individuals to keep their income tax related deductions all in one place. In December 2016, myDeductions functionality was expanded to help sole traders with simple tax affairs record income and expenses.

When you first open myDeductions , you'll see a 'Personalisation' screen, where you can choose whether you'd like to use the tool as an employee, a sole trader, or both.

As a result of the tool's enhancements, there are also a number of changes to its appearance. For example, the 'Back up' and 'Upload' functions are now located under 'Settings'. You may like to spend a minute or two exploring the tool's new interface.

From 1 July 2017 you can upload your records to us to pre-fill your tax return or email your tax agent a copy of your detailed records.

Simple tax affairs

Sole traders with simple tax affairs can use myDeductions to record income and expenses. In this instance, 'simple tax affairs' means you don't have:

- a [primary production \(/business/primary-producers/primary-production-activities/\)](/business/primary-producers/primary-production-activities/) business
- [personal services income \(/Business/Personal-services-income/\)](/Business/Personal-services-income/) and associated expenses.

Entering deductions into myDeductions

Individuals can use myDeductions to record the following deduction types:

- car expenses (work or self-education)
- work-related travel expenses
- work-related uniform expenses
- work-related self-education expenses
- other work-related expenses
- interest deductions
- dividend deductions
- gifts or donations
- cost of managing tax affairs
- other deductions.

If you are claiming deduction types not listed here, you will need to enter them directly into your tax return.

Sole traders can record the following deduction types:

- repairs and maintenance
- motor vehicle expenses
- all other expenses.

See also:

- [Deductions you can claim as an individual \(/Individuals/Income-and-deductions/Deductions-you-can-claim/\)](/Individuals/Income-and-deductions/Deductions-you-can-claim/)
- [Income and deductions for business \(/Business/Income-and-deductions-for-business/\)](/Business/Income-and-deductions-for-business/)

Keeping records using myDeductions

In order to correctly record your data, you should make sure only one person's data (whether employee, business or both) is recorded in the tool.

myDeductions doesn't currently cater for multiple users on the same device.

Claiming deductions for partly private expenses

Not all deductions are 100% claimable and may have to be apportioned. If this is the case, toggle 'No' to the question 'Is this 100% claimable?' You will then be able to enter either a dollar value (greater than zero) or percentage amount of the expense that you are entitled to claim.

Back up and import help

Storing data in myDeductions

When you enter income (sole traders only), an expense, trip details, or attach a photo into myDeductions, it's stored on your device. It's not automatically sent to us. We highly recommend you regularly back up your data in case you can no longer access it on your device – for example, if you lose your phone.

Back up data and photos on Android and Apple devices

You can use the 'Backup' option available in the myDeductions tool or your own backup process for your device. If you choose to back up your data using the option in the tool, a zip file will be created which will include the following files:

- your photos
- a CSV file with all of your data
- a non-human readable file that can be used to import your data back into the app
- a text file with instructions on how to import your back up data back into the app.

To create a backup file with your data and photos, select 'Settings' and 'Back up'. You will be given a choice where to save or send your data – a cloud service, via email, or on your device. If you choose to save the file on your device, it's recommended you also save this file to another location **not** on your device in case you lose your device or something else goes wrong.

Back up data and photos on Windows phones

You can use the 'Backup' option available in the myDeductions tool or your own backup process for your device.

If you choose to use your own backup process for your device, you will need to log in to your OneDrive account where you can save a non-human readable file. This can be used to import your myDeductions data (not including photos) back into the app later. You will remain logged into your OneDrive account unless you sign out using the 'Sign out of OneDrive' function in the app.

Importing back into the app on Android and Apple devices

To import your records (including photos) back into the app, select the backup zip file from where you originally saved it (eg the cloud, your device, or your email). Select the backup zip file you'd like to import, and then select the ATO app from the list of apps to open the file with. The ATO app should open and prompt you to import your data. Note that importing a backup file will overwrite all information and photos you currently have recorded in the app.

You can find more information in myDeductions under the '?' symbol > Using myDeductions > Importing.

Importing back into the app on Windows phones

To import your records (**not** including photos) back into the app, access the OneDrive account you saved your backup to on your phone and select the ATO_Backup.ato file you'd like to import. The ATO app should open and prompt you to import your data. Note that importing a backup file will overwrite all information and photos you currently have recorded in the app.

Record keeping

Providing you keep electronic copies of your paper receipts that are a true and clear reproduction of the original, you're **not** required to also keep the original paper receipts. Electronic copies of your receipts must show the:

- name or business name of the supplier
- amount of the expense, expressed in the currency in which it was incurred
- nature of the goods or services
- day the expense was incurred
- day it is made out.

Because it's your responsibility to ensure you keep eligible records, we recommend that you regularly back up your records and keep a copy of your evidence (the photos) so you can substantiate your claims if we ask you to in the future.

Recording income in myDeductions

You should only record income in myDeductions if you're a sole trader with simple tax affairs – that is, you do not have primary production business or personal services income. Only your business income should be recorded.

Any other income you've earned must be entered directly into your tax return, including:

- income earned as an employee
- income from which tax has been withheld because [you did not quote your ABN](/Forms/Business-and-professional-items-2017/?page=6#Gross_payments_where_Australian_business_number__ABN__not_quoted) to one of your payers

- gross payments subject to [foreign resident withholding \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_subject_to_foreign_reside\)](/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_subject_to_foreign_reside)
- income that was subject to a [PAYG voluntary agreement \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_voluntary_agreement\)](/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_voluntary_agreement) to withhold tax
- income received under a [labour-hire arrangement \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_labour_hire_or_other_sp\)](/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_labour_hire_or_other_sp) or from other specified payments
- [assessable government industry payments \(/Forms/Business-and-professional-items-2016/?page=6#Assessable_government_industry_payments\)](/Forms/Business-and-professional-items-2016/?page=6#Assessable_government_industry_payments).

If you upload any other types of income apart from business income, the information will be pre-filled into the wrong sections of your tax return.

How we access and use your myDeductions data

The data is saved to your device and is not automatically sent to us. Your completed records (not including photos) will only be sent to us if you choose to upload from 1 July.

We may use the myDeductions records you upload to verify the information in your tax return and for analytical purposes.

Your record-keeping obligations do not change – you will still need to keep a copy of your data and any associated evidence, such as photos, to substantiate your claims.

Recording car trips

Trip recording methods

myDeductions provides three tracking methods for you to choose from to record your trips:

- GPS
- Point to Point
- Odometer.

The **GPS method** tracks your route in order to provide an estimate of the distance travelled. If at any point in your trip you lose GPS signal, the app will estimate the route and distance travelled. You can also manually edit the trip details once a GPS trip is completed. Note that this function is not available on the Windows phone.

The **Point to Point method** provides estimates of trip distances. If you use the Point to Point method, then the shortest kilometre distance will be calculated. If you took an alternate route and travelled more or less kilometres than what was calculated, you can manually update the total distance to accurately reflect the journey taken. If you take the same trip regularly you can use the point to point method to record this trip as a favourite.

The **Odometer method** is the most accurate tracking method because by entering the starting and ending vehicle odometer readings you are capturing actual distances travelled for each trip.

If you choose to use the logbook method to calculate your car expense deduction, then you must use the odometer tracking to record all trips during the logbook recording period.

If I make the same trips regularly, how can I save them as a favourite. Simply go to 'Add trip' and click on 'Add point to point trip'. Enter the details, remembering to click on the 'Save as a favourite trip' button. This trip will then be listed under 'Favourite trips' in the 'Add trip' section.

Once you've made a favourite trip, you can click into the favourite trip and hit 'save' each time you make the trip.

Alternatively, you can adjust the 'Record multiple trips?' number to add multiple trips at once (for example, if you make that particular trip three times every week, you could simply enter '3' as the number of trips at the start of the week).

Recording trips when you are both an employee and a business owner

If the trip is for your work as an employee, make sure the 'Is this trip for your business?' toggle is off. In the 'Purpose of trip' section, record the trip as one of two categories.

- Employee – work: select this if the trip is eligible to be claimed as a work trip
- Employee – self-education: select this if the trip is eligible to be claimed as a self-education expense.

If the trip is for your business, make sure the 'Is this trip for your business?' toggle is on.

Using a logbook when you are both an employee and a business owner

You should record all your car expenses as a business expense. To do this ensure the 'Is this transaction for my business?' toggle is on when you add expenses and select 'Motor vehicle expenses' as the expense type.

Recording a GPS or point-to-point trip – manual override

The ATO app uses Google Maps to determine the addresses and distance travelled when using the GPS and point-to-point trip recording methods.

If the address or distance details provided do not accurately reflect the trip you took, you can override these details by selecting 'Yes' to the question 'Manually over-ride address or km?' You can then manually update the addresses and kilometres.

Creating a logbook

When selecting 'Start Logbook' from the 'Add trip' screen, you will need to enter your selected vehicle's starting odometer reading and the logbook start date.

Entering your logbook start date will define the starting period for your logbook. Your logbook must then cover at least 12 continuous weeks in order to be valid. After this time, you can choose to stop your logbook at any time by selecting 'Close logbook' from the 'Add trip' screen.

You will be required to enter your vehicle's closing odometer reading. Upon pressing save (providing you have fulfilled the 12-week period and have entered the closing odometer reading) you will have created a valid logbook; providing your logbook remains valid, you no longer need to record each trip. You will still need to record all relevant expenses relating to that vehicle if you wish to make a deduction claim for these expenses.

Answering the field 'Is this travel you can claim' for self-education trips type

When selecting self-education for the trip type, the question 'Is this travel you can claim?' will appear on the screen underneath the trip details box.

For work-related self-education, you can claim the cost of daily travel from your:

- home to your place of education and back
- work to your place of education and back.

However, you can't claim the cost of the last stage of your travel from:

- home to your place of education, and then to work
- work to your place of education, and then to your home.

Deleting or editing a vehicle

If no trips or expenses have been added against a vehicle, then that vehicle can be edited in any way or deleted. However, once a trip or expense has been recorded against a vehicle, that vehicle will always be present in myDeductions (even in subsequent years or if you delete your records), and only certain fields can be edited.

Uploading your data and lodging your tax return

Before you upload, make sure your records are complete and accurate because you can only upload once for each financial year's tax return. Once you upload, you'll no longer be able to amend that year's information within myDeductions. You will, however, be able to amend the data in your tax return before submitting.

Individuals have been able to upload myDeductions data since 1 July 2016 and sole traders can upload myDeductions data from 1 July 2017.

You can only upload your business records if you're a sole trader with simple tax affairs. In this instance, 'simple tax affairs' means you do not have:

- a [primary production \(/business/primary-producers/primary-production-activities/\)](/business/primary-producers/primary-production-activities/) business
- [personal services income \(/Business/Personal-services-income/\)](/Business/Personal-services-income/) and associated expenses.

Alternatively, you can email your tax agent a CSV file of your data which will include the details of each entry.

To access the upload function you'll need to make sure you have the latest version of the ATO app.

Uploading data to lodge your tax return

Uploading for the completed financial year will be available from 1 July each year. You'll need to ensure you have the latest version of the app downloaded to enable upload.

Once you have finished recording your income and/or deductions, you can upload your completed data to us and we will pre-fill your tax return for you with the data provided. Your records will be available for pre-fill into your return, or for your agent to view, as soon as you've successfully completed your upload.

Note: Only completed income, expense, trip and logbook data is uploaded, not photos.

Your tax agent will also be able to use this information to lodge your tax return.

Accessing and using the upload function

You must have a myGov account that's linked to us and be using the latest version of the ATO app in order to upload.

From the myDeductions home screen, simply select 'Settings', 'Upload to tax return', then follow the prompts.

If the upload is unsuccessful, refer to [Troubleshooting for individuals: Using the ATO app \(/General/Online-services/Technical-support/Troubleshooting-for-individuals/#UsingtheATOapp\)](/General/Online-services/Technical-support/Troubleshooting-for-individuals/#UsingtheATOapp) for more information.

See also:

- [How to create a myGov account and link to the ATO \(http://tv.ato.gov.au/ato-tv/media?v=bd1bdiubfo8e4m\)](http://tv.ato.gov.au/ato-tv/media?v=bd1bdiubfo8e4m)
- [myGov help \(https://my.gov.au/mygov/content/html/help.html\)](https://my.gov.au/mygov/content/html/help.html)

Checking your data after upload

Whilst each record is uploaded, they may be added together so they can be pre-filled in your tax return.

If you would like to check that your data has uploaded correctly and see what records went into each of the income and deduction labels, you can access the upload report from the app. Go to 'Saved results', which can be found by scrolling to the right of the icons on the 'Home' screen of the app.

The report also shows the amounts uploaded, noting that some values may be rounded in myTax.

You may wish to print or share the report to a computer or another device to compare your income or expenses to your prefilled data.

Information your tax agent sees

If you have uploaded your data, your agent will receive the same information that is available to you in myTax. Some of your income and expenses may have been consolidated in order to be pre-filled.

If your agent would like a copy of your unconsolidated income or expenses you can send them a spreadsheet in CSV format.

To send a CSV file via email to your agent:

1. Select 'Settings'.
2. Select 'Share via email'.
3. Select the financial year you want to share.
4. Select 'Share data via email'. This will open your email and you can then input your tax agent's email address and send to them.

If you want to send photos to your tax agent, you will need to make a backup within the app. The photos will be available in the .zip file that is created.

Logging out of the app

Once you have authenticated as part of the upload process your session will remain logged in unless there is no activity for 20 minutes, in which case the session will time out.

Once you've completed the upload, if you select 'done' you will be logged out. If you select 'Go to myTax', you will be linked directly to the myTax form where your authenticated session will continue (but you will be logged out in the app).

Removing records you've uploaded from your device

You can delete most of your records. However, once a trip or expense has been recorded against a vehicle, that vehicle will always be present in myDeductions (even in subsequent years or if you delete your records).

Before deleting your records, make sure you have a copy of your photos and data in case you later need to substantiate your claims. Remember that businesses must keep their records for at least five years (some records need to be kept longer).

To delete your uploaded records from your device:

5. Select 'Settings'.
6. Select 'Delete records'.
7. Select the financial year that you would like to remove and press 'Delete'.

Dealing with upload errors in myDeductions

Refer to [Troubleshooting for individuals: Using the ATO app \(/General/Online-services/Technical-support/Troubleshooting-for-individuals/#UsingtheATOapp\)](#) if you are encountering errors during the myDeductions upload process.

Other help on how to use myDeductions

Help information explaining key concepts and functions within the myDeductions tool is available by selecting the '?' symbol at the top right of the screen in myDeductions.

Specific myDeductions information for tax professionals

- <https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/?page=4> (<https://www.ato.gov.au/General/Online-services/In-detail/myDeductions/myDeductions/?page=4>)
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In December 2016, myDeductions functionality was expanded to help sole traders with simple tax affairs and no record-keeping software to record income and expenses.

Individual and sole trader clients will need to update the app to access the new features. After they update they'll see a 'Personalisation' screen, where they can choose whether to use the tool as an employee, a sole trader, or both.

From 1 July 2017 your clients can email you a CSV file with details of each entry, or they can upload their records to us to pre-fill their tax return. If they upload, the data will be available to you through the practitioner lodgment service (PLS).

Benefits of your clients using myDeductions include:

- receiving client income (sole traders only) and expenses data in a single CSV file
- being able to more easily sort through expenses to determine what is claimable
- removing time-consuming data entry, so you can spend more time providing your expert advice.

The new functionality is designed for sole traders with simple tax affairs.

The following clients can use the tool, however they should not upload their records as they will be prefilled into the incorrect labels in their tax return :

- a primary production (/business/primary-producers/primary-production-activities/) business
- a business with personal services income (/Business/Personal-services-income/) and associated expenses.

These clients can send you a spreadsheet file (CSV format) of their detailed deductions for your information.

If you have clients who have trouble keeping records and who don't currently use any record-keeping software, you may like to encourage them to use myDeductions.

Receiving client's myDeductions data

If your client uses the upload feature in the myDeductions tool, you can access their data through the practitioner lodgment service (PLS). It will display the same information available to them in myTax. Some of their information may be consolidated for pre-filling.

Alternatively, your client can email you a spreadsheet file in CSV format directly from the tool. This will provide you with the client's unconsolidated income and expenses but will not include photos.

See:

- [Uploading your data and lodging your tax return](#)
- [What information will my tax agent see?](#)

Accessing client's photos

Your client can send you any photos they stored on their device via the myDeductions tool.

Apple and Android

Your client must complete a backup within the ATO app. Once completed, your client can send you photos and other data which will be available in a .zip file. If you only require one or two photos, your client can open the .zip file and send you the individual photos.

Alternatively, your client can take a screenshot of the photo or photos and send them directly to you.

Windows

Your client will need to tap on the 'View and save data and photos' option from within the myDeductions tool, and then select 'Save photos'.

This will save the photos they have stored on their device via the myDeductions tool into their device's gallery. They can then select photos and send them to you.

Back up help

Client's myDeductions data is stored on their device

When your client enters information or captures a photo into the myDeductions tool, it is stored on their device. It is **not** automatically stored in the cloud or sent to us.

We highly recommend your clients regularly back up their data in case their device is lost or broken.

Backing up data and photos on Apple or Android devices

Your client can use the backup option in the myDeductions tool or follow the backup process for their device.

Your client can create a backup file of their data in myDeductions by selecting 'Settings' and 'Back up'. A .zip file will be created which includes:

- their photos
- a CSV file with all of their data
- a non-human readable file that can be used to import their data (including photos) back into the tool
- a text file with instructions on how to import their backup data back into the tool.

When your client selects 'Back up' they can choose where to save or send their data – a cloud service, on their device, or via email.

If they choose to save the file on their device, it is recommended they also save this file to another location in case something goes wrong.

Back up and import data on Windows devices

Your client can use the backup option in the myDeductions tool (see [Backing up data and photos on Apple or Android devices](#)) or follow the backup process for their device.

If your client uses their device's backup option, they need to log in to their OneDrive account. They can save a non-human readable file that is used to import their myDeductions data (not including photos) back into the app at a later time. They will remain logged into their OneDrive account unless they sign out using the 'Sign out of OneDrive' function in the app.

Receiving clients' myDeductions data

Your client can share their data with you via email at any time. From 1 July 2017, your client can also upload their completed data to us which you can access through the practitioner lodgment service (PLS). You can use the data to lodge your client's tax return.

Your clients must ensure they have the latest version of the ATO app to upload.

Record keeping

Recording income in myDeductions

Your clients can use myDeductions to record their income if they are a sole trader with simple tax affairs. This means they must not have:

- a [primary production \(/business/primary-producers/primary-production-activities/\)](#) business
- [personal services income \(/Business/Personal-services-income/\)](#) and associated expenses.

When using myDeductions your clients should only record their business income. Any other income they earn must be entered directly into their tax return, such as:

- income earned as an employee
- income from which tax has been withheld because [they didn't quote their ABN \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_where_Australian_business_number__ABN__not_quoted\)](#) to one of their payers
- gross payments subject to [foreign resident withholding \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments_subject_to_foreign_reside\)](#)
- income that was subject to a [PAYG voluntary agreement \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments___voluntary_agreement\)](#) to withhold tax
- income received under a [labour-hire arrangement \(/Forms/Business-and-professional-items-2016/?page=6#Gross_payments___labour_hire_or_other_sp\)](#) or from other

specified payments

- [assessable government industry payments \(/Forms/Business-and-professional-items-2016/?page=6#Assessable_government_industry_payments\)](/Forms/Business-and-professional-items-2016/?page=6#Assessable_government_industry_payments).

If your client uploads their myDeductions records to us at the end of the financial year, the income they recorded will be pre-filled into the 'Other business income' label of their tax return.

See also:

- [Other business income \(/Forms/Business-and-professional-items-2016/?page=6#Other_business_income\)](/Forms/Business-and-professional-items-2016/?page=6#Other_business_income)

How we access and use your clients' myDeductions data

The data is saved to your client's device and won't automatically be sent to us.

Your client's completed data will only be sent to us if they choose to upload it. The upload only includes data from your client's income, expenses, trips and logbooks, not the photos.

We may use the myDeductions records your client uploads to verify the information in their tax return, and for analytical purposes.

Their record-keeping obligations don't change – they need to keep a copy of their data and any associated evidence, such as photos, to substantiate their claims.

Consolidating myDeductions data

The uploaded data provided to you through the practitioner lodgment service (PLS) will be the same information available in myTax. The data is available as soon as your client has successfully completed the upload.

While individual records are uploaded, they may be added together so they can be pre-filled within the client's tax return.

If you would like to see what records went into each of the deduction labels, ask your client to send you their upload report from the ATO app. They can also send you a CSV file through the 'Share via email' function.

To view the report, they need to go to 'Saved results', which can be found by scrolling to the right of the icons on the ATO app's 'Home' screen.

Label	How records will be pre-filled	MyTax limit
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Work-related car expenses	Each vehicle will be listed separately A calculation method may need to be selected if your client is eligible to use either the logbook or cents per kilometre method	Maximum of 10 vehicles
Work-related travel expenses	Individual expenses grouped by sub-types and vehicles	Maximum of 20 entries
Work-related uniform expenses	All items rolled up into sub-types No further roll up. Sub-types to be prefilled in order of descending value up to available instances in myTax. Once filled, remaining sub-types will not be prefilled	Maximum of 20 entries
Work-related self-education expenses	Individual expenses grouped by sub-types and vehicles A calculation method may need to be selected if your client is eligible to use either the logbook or cents per kilometre method	Maximum of 20 entries
Other work-related expenses	50 or less records > individual records displayed More than 50 records > individual expenses grouped by sub-type	Maximum of 50 entries
Gifts or donations	20 or less records > individual records displayed More than 20 records > individual expenses grouped into one entry	Maximum of 20 entries
Cost of managing tax affairs	20 or less records > individual records displayed More than 20 records > individual expenses grouped into one entry	Maximum of 20 entries
Interest deductions	20 or less records > individual records displayed More than 20 records > individual expenses grouped into one entry (from 1 July 2017 for the 2016–17 tax return)	Maximum of 20 entries
Dividend deductions	20 or less records > individual records displayed More than 20 records > individual expenses grouped into one entry (from 1 July 2017 for the 2016–17 tax return)	Maximum of 20 entries

Other deductions	Individual expenses grouped by sub-types (from 1 July 2017 for the 2016–17 tax return) Roll items up to sub-type for prefill, with the exception of election expenses, which roll up to a separate field No further roll up. Sub-types to be prefilled in descending value up to available instances in myTax. Once filled, remaining sub-types will not be prefilled	Maximum of 20 entries
Election expenses	All election expenses consolidated into a single entry Rolled up to one item for prefill Rolled up from myDeductions expenses type 'Other deductions,' sub-type 'Election expenses' (from 1 July 2017 for the 2016–17 tax return)	Maximum of 1 entry
Income	All income consolidated into a single entry (from 1 July 2017 for the 2016–17 tax return)	Maximum of 1 entry
Repairs and maintenance	All expenses consolidated into a single entry (from 1 July 2017 for the 2016–17 tax return)	Maximum of 1 entry
Motor vehicle expenses	All expenses and calculated trip values will be expressed as a single dollar value at one label (from 1 July 2017 for the 2016–17 tax return)	Maximum of 1 entry
All other expenses	All expenses consolidated into a single entry (from 1 July 2017 for the 2016–17 tax return)	Maximum of 1 entry

myGov account needed for your client to upload their data

Your client must have a myGov account that's linked to us in order to upload their myDeductions records.

A myGov account is not needed when emailing the data directly to you.

See also:

- [How to create a myGov account and link to the ATO \(http://tv.ato.gov.au/ato-tv/media?v=bd1bdiubfo8e4m\)](http://tv.ato.gov.au/ato-tv/media?v=bd1bdiubfo8e4m)
- [myGov help \(https://my.gov.au/mygov/content/html/help.html\)](https://my.gov.au/mygov/content/html/help.html)

Uploading data

Only your client's completed records, including income (sole traders only), expenses, trips, and logbook data is uploaded, not photos.

Records can only be uploaded once every financial year. This is why clients should use a single device to record their data throughout the year.

However, there is no limit as to how many times your client may email you their data.

Checking your clients' expenses uploaded correctly

After uploading, your client can access the upload report from 'Saved results' on the 'Home' screen. The upload report shows which deduction label and under which item each of your client's records were pre-filled into their tax return.

By selecting the report, your client will have the option to:

- 'View result' – show the report on the device screen
- 'Share via PDF' – convert the report into PDF to view, print or share (for example via email, dropbox, Google drive or iCloud)
- 'Share via email' – send an HTML version of the report via email
- 'Delete result' – permanently delete the upload report.

Dealing with errors in myDeductions

For all troubleshooting for individuals and sole traders, see Specific myDeductions information for individuals and sole traders.

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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