

HOME OFFICE/INTERNET USAGE DIARY



THE INCOME TAX
PROFESSIONALS

In order to claim a proportion of your home office running expenses you are required to maintain a diary for one month each year. A separate room must be used (i.e. a study) in order to make a claim. The room cannot be a room that is shared with other members of the household at the same time such as a lounge room with family members watching TV for example.

Taxpayers name: _____ Tax Year: _____

Date	Time started	Time finished	Total time worked	Total time worked with internet	Total time other household members used internet	Total hours on internet by entire household	Description of work done
Week 1 - Total hours:							
Week 2 - Total hours:							
Week 3 - Total hours:							
Week 4 - Total hours:							

Total Hours for a month

Multiply total hours for a month by 12
(This assumes 4 weeks annual leave)

Internet Business Hrs

Total Household Hrs

=

%