

# WORKING from HOME

## Expense Checklist



To claim deductions for working from home expenses, you must:

- Incur additional running expenses as a result of working from home,
- Working to fulfil your employment duties, not just completing minimal tasks,
- Keep records to prove you incurred the costs.

The ATO currently has 2 methods you can use, the fixed rate method or the actual cost method.

The actual cost method requires extensive calculations e.g., cost per unit of power, average units used per hour, per kilowatt hour for each electrical appliance, lights etc. as well as per megajoule for gas. So, you will need to have actual bills available showing this for your accountant as well as a list of appliances you are using.

In both methods you will need accurate and thorough records to support your claim. The ATO advises if you don't have the records, don't claim the expense.

### Fixed Rate Method

- This method is a fixed rate per hour for your work from home hours.
- You must hold a record of all hours worked from home for the entire year. (E.g. timesheet, roster, diary etc.)
- Costs included in this method are:
  - data & internet,
  - mobile phone & home phone usage,
  - electricity & gas,
  - computer consumables (e.g. printer ink) &
  - stationery.

No other deductions can be claimed for any of the above expenses.

You can continue to claim depreciation of assets such as computers & office furniture. Repairs & maintenance of these items and cleaning should you have a dedicated home office.

### Actual cost Method

- This method is for actual expenses incurred for your work from home hours.
- You can claim each of the following expenses such as:
  - Data & internet
  - Mobile and home phone usage
  - Electricity & gas
  - Computer consumables (e.g. printer ink),
  - Stationery

You can continue to claim depreciation of assets such as computers & office furniture. Repairs & maintenance of these items and cleaning should you have a dedicated home office.

## Working from Home – expense checklist.

Please upload to your portal or email [accountant@sjc.com.au](mailto:accountant@sjc.com.au) 72 hours prior to your appointment

**Individual Tax Return 20\_\_\_\_\_**

**Name:** \_\_\_\_\_

<b>Fixed Rate Method</b>	
Number of hours worked from home:	
Evidence that you paid for expenses: You must provide at least one bill per expense that you have incurred during the tax year. I.e. phone, electricity, internet etc.	

<b>Actual Cost Method</b>	
Number of hours worked from home:	
Diary or timesheets to record hours worked from home for the financial year that represents your work use expenses.	
Invoices	
List of Appliances used i.e. laptop, printer, monitors, heating/cooling.	
Mobile phone & Internet	
Stationery	
Inks, consumables	
New assets purchased during tax year i.e. computers, office furniture, printers etc. please provide invoices.	
Repairs & maintenance of assets.	