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 house-hold mem-bers used internet	Total hours on internet by entire household	Description of work done
	Week 1 - Total hours:		0	0	0	0	
	Week 2 - Total hours:		0	0	0	0	
	Week 3 - Total hours:		0	0	0	0	
	Week 4 - Total hours:		0	0	0	0	

Total Hours for a month: 0

Multiply total hours for a month by: 12

(This assumes 4 weeks annual leave) 0

Internet Business Hours: 0

Total Household internet hours: 0

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