

Individual Tax Return

Working from Home Checklist

For the year ended 30 June 2020



Tick

1. If you worked from home due to COVID-19 between 1 March 2020 and 30 June 2020 the ATO has enabled an optional special hourly rate for additional home running expenses.

This simplified hourly rate covers all additional running expenses including electricity, depreciation of home office furniture and computer equipment, cleaning, phone, internet, computer consumables.

Did you work from home between 1 March 2020 and 30 June 2020?

2. If yes, please provide details of how many days and hours per day for the period.

e.g. 48 days x 8 hours = 384 hours

3. Did you work from home during the period 1 July 2019 to 29 February 2020?

4. If yes, please provide details of how many days and hours per day for the period.

e.g. 50 days x 5 hours = 250 hours

5. Did you purchase any home office equipment (computers, printers, furniture etc.)?

If yes, please provide the following:

- *Copies of receipts for the home office equipment item*
- *Where the item is used both for work as well as personal use, please provide details of the percentage of personal use versus business/employment use.*

6. Do you incur any expenses directly related to working from home including a portion of your home phone, interest and computer consumables?

If yes, you need to be able to establish what portion is work related through a logbook, timesheets, diary or other appropriate method.