

Individual Tax Return

Working from Home Checklist

For the year ended 30 June 2021



Tick

1. If you worked from home between 1 July 2020 and 30 June, the ATO has enabled a temporary shortcut method to calculate your home office deduction.

This shortcut method is a simplified hourly rate which 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 July 2020 and 30 June 2021?

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

e.g. 50 days x 8 hours = 384 hours

2. 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.*

3. 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.