



WORKING FROM HOME (WFH) - 2024/2025

EXPENSES (Actual Method) - RECOMMENDED METHOD

Electricity \$ _____ total paid Jul 24 — Jun 25 _____ % (office floor space)

Gas \$ _____ total paid Jul 24 — Jun 25

Internet: \$ _____ p/m _____ % (work use percentage)

Telephone: mobile \$ _____ p/m _____ % (work use percentage)

Have receipts for the following (please total/detail);

Ink & Stationery _____

Office supplies _____

Software _____

Cleaning (office space) _____

Other (please detail) _____

Equipment <\$300 _____

FIXED RATE METHOD - 70c per hour— No averaging allowed

You must have records for the entire year (diary, timesheets, roster). No averaging allowed.

Total hours WFH for the period July 1st, 2024 to June 30th, 2025 _____.

(By completing this you confirm you have your time records kept & available should they be requested).

The fixed rate method covers — electricity, gas, internet, mobile phone, stationery & office consumables
(Not claimed separately)

FIXED RATE METHOD does allow the cost of office equipment—acquisition &/or maintenance costs

Provide details;

- Hardware purchased (detail & date of purchase) _____
- Repairs & Maintenance of computer / office equipment _____
- Cleaning (only if you have a dedicated home office) _____

(An example of Working From Home Diary is overleaf)



w: abfpartners.com.au

Signed: _____ Date: ____/____/____