



WORKING FROM HOME - 2020/2021

Choice of 3 Methods

1. Set Rate for ALL HOME OFFICE EXPENSES (no other office expenses)

Fixed Rate Method

Hours per week (average) _____ 80c per hour (4 week diary sufficient to obtain average)

2. Set Rate to cover Electricity, Gas & Cleaning PLUS work % of internet, phone, stationery etc.

Fixed Rate Method

Hours per week (average) _____ 52c per hour (4 week diary sufficient to obtain average)

PLUS please complete details below in relation to expenses paid—Internet, Phone, Stationery, Software etc.

3. Actual Method

\$ _____ total paid Jul 20 — Jun 21 (power and gas) claim _____ % (office floor space)

Complete for Choice 2 or 3

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 _____

Other (please detail) _____

Equipment <\$300 _____

Equipment >\$300 _____