



Employees working from home

The other kind of housework

If you're an employee who regularly works from home, you may be able to claim a deduction for expenses relating to that work.

Running expenses

Employees who work from home and use an area of their home – eg a study – for work, can claim the work-related proportion of their **running expenses**. These expenses are the cost of using equipment and utilities at your home for work and include:

- ✔ lighting
- ✔ heating and cooling
- ✔ cleaning costs
- ✔ the decline in value of equipment, furniture and furnishings in area you use for work, and
- ✔ the cost of repairs to this equipment, furniture and furnishings.

Occupancy expenses

As an employee, generally you can't claim a deduction for occupancy expenses, which include rent, mortgage interest, property insurance, land taxes and rates. For more information, see ato.gov.au/occupancyexpenses.



Phone and internet expenses

If you use your phone or internet for work, you can claim a deduction for the work-related percentage of your expenses if you paid for these costs and have records to support your claims.

You need to keep records for a four-week representative period in each income year to claim a deduction of more than \$50. These records may include phone bills (paper or electronic), and diary entries. Evidence that your employer expects you to work at home or make some work-related calls will also help you demonstrate that you are entitled to a deduction.

Calculating running expenses

There are two ways to calculate your running expenses:

- ✔ you can claim a fixed rate of 45c per hour, or
- ✔ you can calculate your actual expenses.

Fixed rate

You can use a fixed rate of 45 cents per hour for each hour that you work from home. This method incorporates all the items you are able to claim, including the decline in value of office equipment – eg computers.

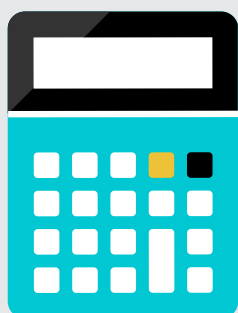
You can keep a diary that documents your pattern of office use for a minimum of four weeks in a financial year. The diary should outline your use of equipment, home office and the phone for work purposes over a representative four-week period. You can then apply this amount of use across the remainder of the year to determine your full claim.

Actual expenses

To calculate actual expenses:

- ✔ record the total expenses for lighting, cleaning, heating and cooling for your home for the year
- ✔ work out the floor area of the part of your home that you use for work as a percentage of the total floor area and apply this percentage to your total expenses, then
- ✔ work out the percentage of the year you used that part of your home exclusively for work – eg if you used it for work for six months during the year, the percentage would be 50%. Apply this percentage to your calculation above to determine the amount you can claim.

You can calculate your deductions for decline in value by working out the amount of depreciation for each item for the year, and claiming the proportion of the amount which reflects your work-related use. The ATO has a depreciation tool to help you work this out, at ato.gov.au/depreciationtool.



Calculating phone and internet expenses

There are two ways to calculate your phone and internet expenses:

- ✔ you can claim up to \$50 without records, or
- ✔ you can calculate your actual expenses.



Claiming up to \$50

If your work use is incidental and you are not claiming a deduction of more than \$50 in total, you may make a claim based on the following, without having to analyse your bills:

- ✔ \$0.25 for work calls made from your landline
- ✔ \$0.75 for work calls made from your mobile
- ✔ \$0.10 for text messages sent from your mobile.

Actual expenses

If you have a phone / internet plan where you receive an itemised bill, you need to determine your percentage of work use over a four-week representative period which can then be applied to the full year.

You need to work out the percentage using a reasonable basis. This could include:

- ✔ the number of work calls made as a percentage of total calls
- ✔ the amount of time spent on work calls as a percentage of your total calls
- ✔ the amount of data downloaded for work purposes as a percentage of your total downloads.

If you have a bundled or non-itemised plan, you need to identify your work use for each service over a four-week representative period during the income year, which can then be applied to the full year.

Refer to ato.gov.au/phoneandinternet for more information.

Common scenarios

Julia – A dedicated room for work

Julia is a lawyer who works as an employee for a large city firm. Julia's employer has agreed that she can work from home 2 days per week. She has a home office that she works in on the days she does not travel to the city. Julia and members of her family use the home office for private purposes, including personal use of the computer and to store household items.

- ✔ Julia can claim running costs, but only the portion of the expenses that relate to her work-related use of the home office.

James – no set work area

James is a high school teacher. From time to time, James works in the lounge room at home – for example, to mark tests and prepare end of term reports. He does not have a room set aside exclusively for work.

- ✔ James can only claim specific costs associated with the work he does at home – such as the work-related proportion of depreciation of the laptop he uses to prepare the reports.
- ✘ He cannot claim a proportion of other costs, such as lighting, cleaning, heating and cooling as his lounge room has a variety of uses and is not an area set aside for work.

Natalie – chooses to work from home

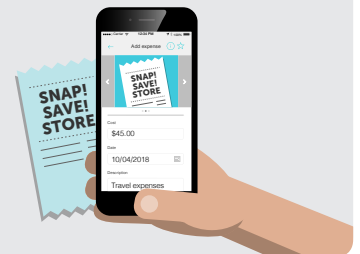
Natalie is a web developer for a large company and usually works from their office in her city. While Natalie is not required to work from home, her employer supports it. Natalie is not provided with the work equipment to use at home, so she uses her own laptop, internet connection, mobile phone and thumb drive. She is not reimbursed by her employer for these costs.

- ✔ Natalie is entitled to claim running costs including the work-related proportion of depreciation on her laptop, her office desk and chair, and a percentage of lighting, heating and cooling that reflects her work-related use of the office, as well as the cost of using her own internet connection and mobile phone for work. Natalie needs to apportion these expenses to take her private use into account.

Records you must keep

You must keep records of your expenses, such as:

- ✔ receipts or other written evidence, including for depreciating assets you have purchased
- ✔ diary entries to record your small expenses (\$10 or less) totaling no more than \$200, or expenses you cannot get any kind of evidence for,
- ✔ itemised phone accounts from which you can identify work-related calls, or
- ✔ other records, such as diary entries, if you do not get an itemised bill.



This is a general summary only.

For more information, speak with your tax agent or visit ato.gov.au/workingfromhome