

## Telephone and internet expenses questionnaire

Taxpayer's name \_\_\_\_\_

Tax file number \_\_\_\_\_

Year ended \_\_\_\_\_

Employer \_\_\_\_\_

1. Nature of your business/occupation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Why did your employment duties demand that you use your personal home or mobile phone and internet cost (i.e., where the relevant costs have been paid by you and not reimbursed by your employer)?

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Will your employer support the need for you to use your phone or private internet?

**YES/NO**

If **no**, then why do you believe a claim can still be made?

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How have you determined the business and private use of the phone and internet usage over the year (e.g., have you maintained a diary or have itemised bills supporting your claims and apportionment)?

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\_\_\_\_\_

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6. Has the claim for rental/leasing taken into account both incoming and outgoing calls?

**YES/NO**

If **yes**, then provide details:

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**Taxpayer's telephone and internet expenses declaration**

- A. *I confirm that I wish to make the above claim on the basis that I have incurred the above telephone and/or internet expenses) in deriving my assessable income and I have the necessary records to substantiate my claim;*
- B. *My tax agent has explained to me the law as it relates to claims for telephone and/or internet expenses; and*
- C. *I understand that if I have any further queries it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.*

**Signed**.....

**Dated**.....