

## Telephone call and rental 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 home phone?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will your employer support the need for you to use your home phone?

**YES/NO**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How have you determined the business and private use of the phone over the year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How have you determined your claim for the phone rental/lease costs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**YES/NO**

If **yes**, then provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Taxpayer's telephone call and rental expenses declaration**

- A. *I confirm that I wish to make the above claim on the basis that I have incurred the above telephone (call, rental and STD/ or international calls) 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 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** .....