

## HOME OFFICE HOURS 2021

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### SHORTCUT METHOD - FROM 1ST JULY 2020 TO 30TH JUNE 2021

**HOURS SPENT WORKING FROM HOME:** \_\_\_\_\_  
**X 80cents/hour =** \_\_\_\_\_

**Employees who work from home are able to claim this rate, but only if they:**

Are working from home to fulfil their employment duties, not just carrying out minimal tasks  
such as checking emails or taking calls

Have incurred additional running expenses as a result of working from home.

**PLEASE NOTE: If this method is used, you CANNOT claim any of the following  
expenses from 1st March 2020 - 30th June 2020:**

Phone Expenses

Internet Expenses

Decline in value of equipment and furniture and  
Electricity and gas for heating, cooling, and lighting

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### FIXED RATE METHOD

#### FROM 1ST JULY 2019 TO 30TH JUNE 2020

**HOURS SPENT WORKING FROM HOME:** \_\_\_\_\_  
**X 52cents/hour =** \_\_\_\_\_

**PLEASE NOTE: If this method is used, you CANNOT claim any of the following  
expenses from 1st March 2020 - 30th June 2020:**

Decline in value of home office furniture and furnishings - e.g. desk

Electricity and gas for heating, cooling, and lighting

The cost of repairs to your home office equipment, furniture and furnishings.

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**SIGN :** \_\_\_\_\_

**DATE:** \_\_\_\_\_