

**You can use the Fixed Rate Method or the Actual Method for 2023.  
Our Accounting Team will calculate the best method to maximise your  
deduction.**

### **Please provide the following with your 2023 tax work if you worked from home:**

1. The number of hours you worked from home:
  - 1 July 2022 – 28 February 2023 – estimated hours can be used
  - 1 March 2023 – 30 June 2023 – a full timesheet recording hours worked is required
  
2. Computer consumables and stationery purchased to work from home and relevant work use %.  
*For all items over \$300 please provide a copy of the receipt for our audit files*
  
3. Equipment and furniture items purchased to work from home and relevant work use %  
*For all items over \$300 please provide a copy of the receipt for our audit files*
  
4. Mobile phone, home phone and internet costs
  - a) Costs per month
  - b) Percentage work use (%)

*Note that internet work use % also needs to account for the private use of other members of your household including spouse and children and personal streaming services.*
  
5. If you have a separate home office that was used for work then we are also able to compare claiming actual running costs i.e. climate control/lighting/power to equipment. If you would like us to compare this please provide:
  - a) Cost per unit of power you use for heating/cooling, lighting and running equipment
  - b) Average units of power used per hour per item (split system, laptop, monitors, printer etc)

## 2023 Working from home – maximising your deductions

In general, the ATO has tightened up the evidence requirements for working from home expenses.

In this fact sheet we will look at the alternative options available to you to claim and let you know how best to provide information to the team at Callaghans to ensure you get the maximum deduction available!



Office running costs can be claimed for 2023 whether you have a separate dedicated work area at home or not.

### Home office expenses can be claimed in one of two ways.

#### 1) Fixed Rate Method

Allows for a rate of \$0.67 per hour to be claimed.

This fixed rate covers:

- ✓ Electricity and gas for lighting, heating, and cooling
- ✓ Phone, internet, and consumables expenses such as ink and stationery

Under this method we can also separately include (based on work use %)

- Decline in the value of asset items such as your laptop, monitors, and office furniture
- Equipment under \$300 purchased for working from home such as cables and stands

#### 2) Actual Cost Method

This method lets you directly claim actual costs for all expenses related to running a home office.

Under this method we can include separately (based on work use %)

- Phone, internet, and consumables expenses such as ink and stationery
- Decline in the value of equipment such as your laptop, monitors, and office furniture

Rather than using the fixed rate you claim the actual running costs of equipment and heating and cooling for the space that you occupy as a dedicated home office. As this method requires knowing the energy units used per piece of equipment and the cost per unit it is not frequently used to calculate running costs.