



Sangelictax

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 “ Service with a Sangelic Touch ”

Telephone expenses worksheet

Taxpayer's name _____
 Tax file number _____
 Year ended _____

The following worksheet is a suggested format for taxpayers claiming a portion of the telephone expenses and rental as an income tax deduction. The diary takes into account both the calculation of the deduction for the actual call costs and the rental costs of the phone.

Telephone calls worksheet			
LOCAL CALLS (OUTGOING)			
A.	Number of business calls		Calls
B.	Total number of calls	÷	_____ Calls
C.	Percentage of business calls [(A divided by B) x 100]		%
D.	Total expense on local calls	x	\$ _____
E.	Tax deductible local calls (C x D)		\$ _____
STD CALLS			
F.	As itemised on bills		\$ _____
RENTAL DEDUCTION			
G.	Business calls (incoming and outgoing)		Calls
H.	Total calls (incoming and outgoing)	÷	_____ Calls
I.	Percentage of business use [(G divided by H) x 100]		%
J.	Cost of telephone rental	x	\$ _____
K.	Deductible component of rental (I x J)		\$ _____
Total tax-deductible claim for telephone calls and rental (E + F + K)			\$ _____

The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.