CLAIMING HOME INTERNET FOR WORK IN AUSTRALIA

MIXED PURPOSE USE – HOW TO WORK OUT YOUR BUSINESS CLAIM

If your home internet is used for both work and private purposes, you can **only claim the work-related portion.**
You need a reasonable basis to calculate the percentage.



METHOD 1: FOUR-WEEK DIARY (ATO PREFERRED)

Keep a diary for four consecutive weeks that reflects your normal internet usage.

Record each day:

- ✓ Work activity performed
- ✓ Time spent using internet for work
- ✓ Time spent using internet for private purposes

EXAMPLE FOUR-WEEK SUMMARY

Day	Work Internet Use (hours)	Private Internet Use (hours)	Total Hours
Monday	4	6	10
Tuesday	5	5	10
Wednesday	3	7	10
Thursday	4	6	10
Friday	6	4	10
Saturday	0	8	8
Sunday	1	7	8
TOTAL (per week)	**23**	**43**	**66**

EXAMPLE CALCULATION

Over four weeks:

Total work internet use = **88 hours**
Total internet use = **240 hours**

Work-use percentage:

88 ÷ 240 = **36.7%**

You can claim **36.7%** of your internet charges if this reflects your normal pattern of use.

METHOD 2: DATA USAGE (IF AVAILABLE)

Check your provider or router for data usage.

Compare work-related data vs total data.

EXAMPLE CALCULATION

Total monthly data = 800 GB
Work-related data = 240 GB

Business percentage:

240 ÷ 800 = **30%**

EXAMPLE CLAIM

Monthly internet bill: $95
Work-use percentage: 35%

Monthly deduction:
$95 × 35% = **$33.25**

Annual deduction:
$33.25 × 12 = **$399.00**

SAMPLE FOUR-WEEK INTERNET LOG

Date	Work Activity	Start Time	Finish Time	Work Hours
4 Aug	Client emails and Teams meeting	8:30 am	11:30 am	3.0
4 Aug	Online research	2:00 pm	3:30 pm	1.5
5 Aug	Cloud accounting software	9:00 am	12:00 pm	3.0
5 Aug	Prepare report (online)	1:00 pm	3:00 pm	2.0
…	…	…	…	…

At the end of the four weeks:
Total work internet hours: _____
Total internet hours (work + private): _____

Work-use percentage
= Work hours ÷ Total hours × 100

MULTIPLE USERS?

If others in your household use the internet, include their usage in the calculation.

Example:
Total household internet usage: **400 hours**
Your work use: **80 hours**

Your deductible percentage:

80 ÷ 400 = **20%**

KEEP THESE RECORDS

- Internet bills
- Four-week diary or usage log
- Supporting evidence (emails, work calendars, VPN or Teams/Zoom logs, employer records)
- Keep records for at least 5 years

IMPORTANT: CHOOSE THE RIGHT METHOD

USING THE ACTUAL COST METHOD?
You can claim the work-related percentage of your internet costs, provided you keep appropriate records.

USING THE ATO FIXED-RATE METHOD (WORKING FROM HOME)?
The fixed hourly rate already includes internet expenses.
You cannot claim your internet separately.

TIPS

- Use a method that best reflects your actual work use.
- The four-week diary is the most common and widely accepted.
- Keep your records up to date and easily accessible.

ATO REFERENCE

You must be able to show what proportion of your home internet expenses relates to earning your income.
ato.gov.au