Internet diary

Taxpayer's name _____

Tax file number _____

Year ended _____

Employer (if applicable) _____

Below is an example of a **Internet diary.** It is recommended taxpayers maintain a time/usage diary for at least **one month** in each income year where work items are used jointly for business/private usage. Remember where this is household internet, you must record everyones useage.

Internet Diary

Date	Business hours/data		Personal hours/data	
	Upload	***Download***	***Upload***	***Download***
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
	Total	**Total**	**Total**	**Total**

Divide Business hours/data by Total hours/data to business useage %

Plant & Associates pty ltd
Accounting, Tax and Business Advice