Telephone diary

Taxpayer's name _____

Tax file number _____

Year ended _____

Employer (if applicable) _____

Below is an example of a **telephone 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.

Telephone Diary

Date	Business calls		Total calls	
	Incoming	***Outgoing***	***Incoming***	***Outgoing***
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
	Total	**Total**	**Total**	**Total**

[redacted]