On-the-Ball
Business Services

FOUR-WEEK REPRESENTATIVE TIME BASED INTERNET DIARY

Name: ______________________

TFN: __________

Financial Year: __________

To claim a deduction of more than $50, you need to keep records for a four-week representative period in each income year. All internet use needs to be recorded during the period, which includes personal use and the use by other household members.

Date	Time started	Time finished	Description	Work Use Time	Private Use Time