

# HOME OFFICE Expense Checklist

Please e-mail this form back to our office **PRIOR** to forwarding tax documents to this office to assist us in preparing your tax return.

**NOTE:** Home Office Expenses can only generally be claimed if a separate room is maintained for employment or business related activities.

<b>Client Name:</b>		
Percentage of floor area in the house used for Home Office:	%	
<b>Expenses</b>		<b>Attachment</b>
Light & Power (attach details)	\$	
Rates & Taxes (attach details)	\$	
Land Tax (attach details)	\$	
Cleaning (attach details)	\$	
Repairs & Maintenance (attach details)	\$	
Insurance (attach details)	\$	
Interest Paid on Home Loan (attach details)	\$	
Telephone expenses (attach details)	\$	
Other Expenses (attach details)	\$	
Other Expenses (attach details)		
Purchase of Plant & Equipment i.e. Computer, desk, office furniture...etc. (attach details)	\$	