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| Home Office ExpensesAnnual Calculation | Prepared by: |

NZ Clients

Home office space allocation:

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| --- | --- |
| Total floor space of house |  |
| Space allocated to business use |  |

Include ALL the following expenses PAID during the tax year. Include GST where relevant:

|  |  |
| --- | --- |
| **Area** | **Amount** |
| Mortgage Interest\* |  |
| Rent |  |
| Power |  |
| Other Utilities (not including Phone) |  |
| Insurance |  |
| Rates |  |
| Rubbish/Gardening/Cleaning |  |
| Repairs & Maintenance\* |  |
| Other (describe below) |  |
| Home Phone\* (excluding tolls) |  |
| Business toll calls |  |
| Internet\* |  |

NOTES:

1. Mortgage Interest must be exclusively related to the purchase or maintenance of the home. You cannot claim debt consolidation loans or other interest, even if secured over the home, unless it can be directly tied to the purchase or development of the house.
2. We generally do not claim home phone if you are also claiming 100% of a mobile phone plan.
3. If claiming Repairs & Maintenance greater than $500 please provide further information on all large items. We may not be able to claim all renovation expenses.
4. If Home phone and internet are part of a single plan then please exclude a reasonable portion ($20-35/m) for the phone. Also exclude any downloaded content such as pay-per-view movies etc.