

# Home Office Expenses Annual Calculation



You can deduct expenses for the business use of a work space in your home, as long as you meet **one** of the following conditions:

- it is your principal place of business; or
- you use the space exclusively to earn your business income, and you use it on a regular and ongoing basis to meet your clients, customers, or patients (your lounge, dining table or sitting room don't meet this test as they are unlikely to be exclusively used by your business, but a study, portion of a room or portion of space used for storage can be claimed).

Please document the basis on which you believe you are entitled to claim the Home Office deduction:

--

Home office space allocation:

Total floor space of house	
Floor space allocated to business use	
If space is used both for business and personal use, please indicate # of hours per day it is used for business	

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

Expense Type	Amount already in Xero	Amount Not in Xero
Mortgage Interest <sup>1</sup>		
Rent		
Heat		
Electricity		
Insurance		
Cleaning / Maintenance <sup>2</sup>		
Property Tax		
Phone <sup>3</sup> (excluding toll calls)		
Business toll calls on home phone		
Internet <sup>4</sup>		

**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. If claiming Repairs & Maintenance greater than \$500 please provide further information on all large items.
3. Only claim home phone costs if it is used for business purposes. If it is only used occasionally, do not include. Generally, we do not claim for home phone costs if you are also claiming 100% of a mobile phone plan. If Home phone and internet are part of a single plan then please exclude a reasonable portion for the phone. Exclude any TV plans or downloaded content such as pay-per-view movies etc. Do not include the cost of cell phones unless they are used primarily for business use.
4. List the total paid for Internet access at home only if used for business purposes. We claim 50% unless you give us a rationale for higher use.