

Home Office Expense Checklist

Please print and complete the following checklist prior to forwarding tax documents to this office to assist us in preparing your tax return. Note that Home Office Expenses can only be claimed if a separate room is maintained for employment related activities.

Client Name:

Percentage of floor area of house used for home office:

Expenses

	Yes	No
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 Details

	Yes	No
Purchase of Plant & Equipment ie. Computer, desk, office furniture...etc. (attach details)		