

Home Office Expenses Annual Calculation



NZ Clients

Home office space allocation:

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.