



**HOME OFFICE CALCULATION**

If you run your business from your home, a percentage of your general household expenses are claimable as tax deductible expenses.

**Percentage to claim**

In order for us to accurately calculate your Home Office claim, we need to know the area of the space used as an office, or for other business activities, in relation to the area of the whole house. [eg a house which is 100m<sup>2</sup>, with an office space which is 10m<sup>2</sup> means the claimable amount of the household expenses is 10%.] When calculating the space used for business in your home, please note: the claimable space:

- **should not include** your toilet/bathroom, kitchen, garage etc. (unless specifically available for use by your customers); and
- **can include** storage areas - if you are storing items/documents/equipment/tools used for your business.

**Area of house used for business:** ..... m<sup>2</sup>                      **Area of whole house:** ..... m<sup>2</sup>

Please calculate the total amounts and/or supply documentation about the following household expenses so we can calculate your tax deductible Home Office claim:

- Rates per year                      \$ .....
- Water per year                      \$ .....
- Power per year                      \$ .....
- Rent per year (if renting) **OR**                      \$ .....
- Loan Interest per year (if own home)  
(please supply loan statements)                      \$ .....
- House Insurance per year                      \$ .....
- Repairs/Maintenance                      \$ .....
- Telephone (line rental only)                      \$ .....
- Internet Connection                      \$ .....
- Other (please specify)                      \$ .....

## BUSINESS USE OF PERSONAL ASSETS

If you run your business from home, you may use your personal equipment or assets for business use. In order to accurately claim all your tax deductible expenses, please ensure you provide us with the following information:

**Telephone**

**Business Tolls:** \$ ..... **Personal Tolls:** \$ ..... **Services:** \$ .....

Please supply your telephone bills, with calls and services (eg Call Minder) clearly marked as business or personal. Your phone line rental expense is claimed in your Home Office claim, but if you make business toll calls on your personal phone, or need an answering service or fax line to run your business, these are claimable as Tax Deductible expenses. Likewise, if you have a business phone line, and make personal toll calls on it, these are not claimable.

**Vehicle Expenses/Log Book**

**Total Vehicle Expenses for year:** \$ ..... **Percentage:** .....%

Please supply receipts and/or total amounts for your expenses relating to a vehicle which is used for both business and personal reasons. Depending on your business and whether or not your vehicle is sign-written, these can include fuel, WOF's, registrations, Road User Charges, servicing costs, insurance, carwashes, and repairs and maintenance. Please also supply a log-book (kept for a minimum 3 month period every 2-3 years) or other evidence of the business versus personal use of the vehicle. If no log book is kept, only 25% of the vehicle expenses are claimable or an alternative to keeping & recording all your vehicle expense receipts is to take a note of all the trips you make for your business. At the end of the financial year, we tally up the total kilometer, and claim \$0.70c per kilometer this is capped at 5000kms. It is necessary to keep a record of every business-related kilometer - record the date, person, destination/reason for trip & the number of kilometers there and back.

**Vehicle – Fringe Benefit adjustment required**

If your vehicle is owned by the business, 100% of the expenses related to your vehicle are claimable. However, if your vehicle is available for private use we are required to make a Fringe Benefit adjustment.