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**Home Office Expense Checklist 2016**

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Please e-mail, fax or post this form back to our office priorto forwarding tax documents to this office to assist us in preparing your tax return. Note that Home Office Expenses can only generally be claimed if a separate room is maintained for employment related activities.

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| --- | --- | --- |
| **Client Name**: | |  |
| Percentage of floor area in the house used for  Home Office: | **%** |
| **Expenses** |  | **Attachment** |
|  |  |  |
| 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 Expenses (attach details) |  |  |
| Purchase of Plant & Equipment i.e. Computer,  desk, office furniture…etc. (attach details) | $ |  |