

HOME OFFICE QUESTIONNAIRE

Name:

IRD number: Year End:

Phone Number:

E-Mail Address:

Name of trading entity (or entities) to claim Home Office expenses in:

If unsure, please tick

What is the address of the home office that the following information relates to?

.....

Have any of the expenses below been recorded anywhere else where they might be claimed as expenses (e.g. in a cashbook or Xero for this or any other entity) YES NO ?

✓ PLEASE TICK ONE

Only complete for ONE entity

The **annual** total of the following expenses are required in order to complete the calculations:

Rent (if property not owned) \$

Interest (on Mortgage) \$

Building and/or Contents Insurance \$

Body Corporate Fees \$

Electricity/Gas \$

Repairs and Maintenance \$

Rates and Water Rates \$

Telephone/Internet expenses (incl. line rental) \$

Other - please specify \$

The total floor area of the house is: m²

The total floor area used exclusively for business purposes is: m²