

HOME OFFICE Expense Checklist



TO: Accelerate Accounting Group **FAX:** (08) 6210 1377

ATTENTION: **E-MAIL:** accountant@accelerate.com.au

Please e-mail or post this form back to our office **PRIOR** to 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.

| | | |
|---|----|-------------------|
| 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) | \$ | |