HOME OFFICE EXPENSE CHECKLIST

Home office expenses for your tax return

Please complete this form and email it to us before sending your tax documents, to help us prepare your tax return. Questions? Call us on 1300 323 410.

Note: home office running and occupancy expenses can generally only be claimed in line with ATO rules for working from home. Occupancy costs (rent, rates, insurance, interest) generally require a room set aside and used exclusively for business.

Client name	
Floor area of the home used as the home office	%

EXPENSES

Expense (attach details)	Amount	Attached
Light and power	$	☐
Rates and taxes	$	☐
Land tax	$	☐
Cleaning	$	☐
Repairs and maintenance	$	☐
Insurance	$	☐
Interest paid on home loan	$	☐
Telephone expenses	$	☐
Other expenses	$	☐
Other expenses	$	☐

Purchases of plant and equipment (e.g. computer, desk, office furniture – attach details)	Amount	Attached
	$	☐
	$	☐
	$	☐