

HOME OFFICE CLAIM FORM

TAX YEAR: 31st MARCH 2020

| | |
|------|------------------------------|
| Name | Home Address used for office |
|------|------------------------------|

| | Area used by business m ² (please exclude personal portions) If there have been no changes from last year, please let us know | m ² |
|---|---|----------------|
| 1 | Office area | |
| 2 | Garage area (if used) | |
| 3 | Storage area of home (if used) | |
| 4 | Total business area | |
| 5 | Total area of home, garage and storage | |
| 6 | Percentage business area | % |

Please note we can use IRD standard levels for power & insurance instead of actual. Please let us know if you would like to choose this option.

| | Total costs relevant to the home listed above | \$ |
|---|--|----|
| 1 | Rent paid in year (if property not owned) | |
| 2 | Power paid in year | |
| 3 | Rates paid in year | |
| 4 | Interest on home mortgage (please supply copies) | |
| 5 | Insurance paid in year (both contents and building) | |
| 6 | Repairs and maintenance (amount, date and description) _____ _____ _____ _____ | |
| 7 | Other (please provide details) | |
| 8 | Total costs for the year | |