



Use of home office input sheet (1 April to 31 March)

Home office percentage calculation **	
Office area (sqm)	
Garage (sqm)	
Storage area (sqm)	
Total business use (sqm)	
Total area of home and garage (sqm)	
% of Total area	

** Measure your office space, storage and garage areas used for business. You may need to demonstrate a legitimate relationship between costs being claimed and the business venture. These records need to be kept for 7 years. Home.co.nz or similar you may be able to find out the size of your home if you are not sure about the total home area.

Expenses

Home office expenses* Totals for the tax year	
Power & Gas	
Insurance – House	
Insurance – Contents	
Repairs & maintenance	
Rates	
Water Rates	
Telephone rental	
Internet	
Other	
Rent (if property not owned)	
Interest (on mortgage) not principal	
Total	

* We recommend you use your online banking to search your personal account for Rates, Power etc as you can use the search tools to quickly eliminate for example searching for "Genesis" and selecting the dates.