

HOME OFFICE EXPENSES (for employees only)

- ✓ Work brought home -Not normal work place or place of business
- ✓ 4 week diary to determine business use -26 cents per hour for heating, cooling, lighting, etc. This includes depreciation of office furniture.
- ✓ If you have purchased a desk, chair, filing cabinet, lamp, etc please provide details and receipts so we can gain the best tax advantage for you.
- ✓ 4 week diary to determine phone usage (unless there is a separate 100 % bus. use line)

HOME AS PLACE OF BUSINESS (MTG 16-480)

- Specific study area for business use
- Not adaptable for private use
- Used 100% for business
- Regularly visited by clients/customers

Renting Home - Claim the following expenses according to floor area :

- ✓ Rent
- ✓ Insurance – Contents (consider separate policy for bus. equipment, etc)
- ✓ Water Usage
- ✓ Heating
- ✓ Lighting
- ✓ Cleaning
- ✓ Cooling

* There are no CGT issues

Own Home - Claim the following expenses according to floor area :

- ✓ Insurance - Building
- ✓ Insurance - Contents (consider separate policy for bus. equipment, etc)
- ✓ Water Usage
- ✓ Rates – Council and Water
- ✓ Loan Interest
- ✓ Bank Fees
- ✓ Borrowing Expenses
- ✓ Body Corporate Fees

* CGT on sale of the property will apply on a pro-rata floor area basis

- Gas and Electricity

- Cleaning

* No CGT on sale of the property will apply on these items

Phone applies as above but would recommend a separate line.

DEPRECIATION

- ✓ Computer
- ✓ Fax
- ✓ Printer
- ✓ Photocopier
- ✓ Carpet
- ✓ Filing Cabinets
- ✓ Desk
- ✓ Chair
- ✓ Couch
- ✓ Dried Flowers and Vases
- ✓ Bookshelves
- ✓ Calculators
- ✓ Paintings
- ✓ Bar Fridge
- ✓ CD Player / Radio
- ✓ Microwave
- ✓ Lighting and Light Fittings
- ✓ Crockery, Cutlery and Glasses
- ✓ Kettle
- ✓ TV – Private Portion (4 week diary)
- ✓ DVD Player – Private Portion (4 week diary)

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