

Lockhart O'Shea Ltd.

HOME OFFICE - QUESTIONNAIRE

Name: _____

IRD Number: _____ Year End: _____

Phone Number: _____

Email Address: _____

Name of trading entity to claim in _____

If you wish to claim for the use of your home for business, please provide the following details:

Area used for business

Area of house/workshop/garage used for business _____ m²

Total area of house and garage _____ m²

Costs claimable

These should be for the year or portion of the year for which your home was used for business.

Total paid for rates on your home \$ _____

Total paid for insurance on your home and contents \$ _____

Total paid for interest on your mortgage \$ _____

Total repair (e.g. painting house) \$ _____

Electricity / gas used \$ _____

If you do not own your own home, how much is your rent? \$ _____

Home phone & internet used for business purposes

If you use home phone & internet for business purposes, please provide the following details:

Home phone rental \$ _____

Business-related toll calls \$ _____

Total internet charge \$ _____

% of internet usage that is business related _____ %

Alternative Method available

Instead of working out how much of your household expenses will be claimed by your business, you can use the square metre rate option. This uses a rate that IRD set each year based on the average cost of utilities per square metre of housing for the average New Zealand household.

The current rate is \$44.75 per square metre.

This rate does not include premises costs of mortgage interest, rates or rent so you will need to provide the actual total for these costs. These costs are claimed based on the percentage of floor area used for the business.

Please indicate to me if you would prefer to use the alternative method? Yes No