

Lockhart O'Shea Ltd.

HOME OFFICE - QUESTIONNAIRE

Name:

IRD Number:

Year End:

Phone Number:

Email Address:

Date of Birth:

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	m ²
Total area of house and garage	m ²
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 \$55.60 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 us if you would prefer to use the alternative method?	Yes No