

## BUSINESS USE OF HOME

**NAME:** .....

**FINANCIAL YEAR END:** .....

1. Business Percentage	<p><b>Do you use your home and garage (owned or rented) for business purposes?</b></p> <p>Area of home and garage used principally for business purposes.  eg      Office              workshop &amp; storage              consulting rooms</p> <p>Total area of Home</p>	<p style="text-align: center;">YES / NO</p> <p>..... m2</p> <p>..... m2</p>
2. Expenses to Apportion	<p>Please supply total paid for the year for the following:</p> <p>Rates</p> <p>Insurance - House</p> <p style="padding-left: 40px;">- Contents</p> <p>Power &amp; Gas</p> <p>Repairs and Maintenance  (Relating to the house in general. Please supply details of these repairs)</p> <p>Mortgage Interest (exclude principal repayments) <b>OR</b> Rent paid if renting</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
3. Expenses 100%	<p>Repairs and maintenance relating solely to office, and office equipment and plant. Please list and supply details.</p>	<p>.....</p>
4. Home Phone & Internet	<p>Residential Rental</p> <p>- Maximum claim 50% of rental</p> <p>- Claim business tolls  (Please supply details.)</p> <p>- Cost of internet and indicate what percentage for business)</p>	<p>.....</p>

**5. Instructions / Authorisation for BTA Ltd**

I instruct BTA Ltd to prepare my taxation return. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the tax return summary or related schedules insofar as third parties are concerned.

**Authorisation to obtain information subject to the Privacy Act**

I authorise BTA Ltd to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please sign here)