

HOME OFFICE Expense Checklist



TO: Optimal Account Solutions

POST:

PO Box 2252, Bundoora, VIC, 3083

ATTENTION:

E-MAIL:

admin@optimalas.com.au

Please e-mail or post this form back to our office **PRIOR** to forwarding tax documents to this office to assist us in preparing your tax return. Note that Home Office Expenses can only generally be claimed if a separate room is maintained for employment related activities.

Client Name:		
Percentage of floor area in the house used for Home Office:		%
Expenses		Attachment
Light & Power (attach details)	\$	
Rates & Taxes (attach details)	\$	
Land Tax (attach details)	\$	
Cleaning (attach details)	\$	
Repairs & Maintenance (attach details)	\$	
Insurance (attach details)	\$	
Interest Paid on Home Loan (attach details)	\$	
Telephone expenses (attach details)	\$	
Other Expenses (attach details)	\$	
Other Expenses (attach details)		
Purchase of Plant & Equipment i.e. Computer, desk, office furniture...etc. (attach details)	\$	