



### **HOME OFFICE EXPENSES (for employees only)**

- Work brought home
- Not normal work place or place of business
- 4 week diary to determine business use
- 34 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 % business 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 business 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

Phone applies as above but would recommend a separate line.