



CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

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### OFFICE IN HOME - USAGE

Your name: \_\_\_\_\_ Tax year ended: \_\_\_\_\_

Expenses for the year includes sales tax (GST/HST & PST)

#### CATEGORY OF EXPENSES

Heat (i.e. oil, hydro, wood or gas)	_____
Electricity	_____
Insurance	_____
Repairs and maintenance	_____
Mortgage interest	_____
Property taxes	_____
Rent (if property is not owned)	_____
Water, sewage, and garbage	_____
Landscaping	_____

#### **TOTAL EXPENSES**

=====

Do the amounts above include GST?      YES      NO

#### **House, garage, and shop area**

Total house area	_____	sq/ft
Total garage and shop area	+ _____	sq/ft
TOTAL HOUSE, GARAGE, AND SHOP AREA:	<b>A</b> _____	sq/ft

#### **Area used for business**

Garage and shop area	_____	sq/ft
Office and storage area	+ _____	sq/ft
TOTAL AREA USED FOR HOME OFFICE:	<b>B</b> _____	sq/ft

Are you:      An Employee      - If employee, please provide BN for employer: \_\_\_\_\_  
                 Commission Salesperson  
                 Self-employed