



CHARTERED
PROFESSIONAL
ACCOUNTANTS

7190 Lantzville Rd, PO Box 70
Lantzville, BC V0R 2H0
t: 250.390.4131
e: info@kmacpa.ca
w: www.kmacpa.ca

OFFICE IN HOME - USAGE

NAME: _____

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 not owned)	
WATER, SEWER, GARBAGE	
LANDSCAPING	

TOTAL EXPENSES

HOUSE GARAGE AND SHOP AREA

Total house area

Total garage and shop area

+ _____

TOTAL HOUSE, GARAGE AND SHOP AREA

A _____

AREA USED FOR BUSINESS

Garage and shop area

Office and storage area

+ _____

TOTAL AREA USED FOR HOME OFFICE

B _____

Do the amounts above include GST?

YES

☐

NO

☐

Are you an:

Employee

☐

Commisson Sales

☐

Self-Employed

☐

If Employee, please provide BN for employer:

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