

## OFFICE IN HOME - USAGE

NAME: \_\_\_\_\_

S.I.N.: \_\_\_\_\_

YEAR ENDED: \_\_\_\_\_

BN: \_\_\_\_\_

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

CATEGORY OF EXPENSES	EMPLOYEES	COMMISSION EMPLOYEES	SELF-EMPLOYED
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 BUSINESS

**B** \_\_\_\_\_

CALCULATION OF BUSINESS PORTION OF EXPENSES

$\frac{\text{TOTAL OF 'B'}}{\text{TOTAL OF 'A'}} \times \text{EXPENSES} = \text{_____} \times = \text{_____}$