

MORRISON DOM & ASSOCIATES LTD.

HOME OFFICE EXPENSES

CLIENT NAME _____

YOU CAN CLAIM BUSINESS USE OF HOME IF:

Your home is your major place of business (you do not have a client that provides office space for you to use).

Your home office is used exclusively for business.

Your home office is used exclusively for business and is used regularly and continuously for meeting clients and customers.

TOTAL SQ. FOOTAGE OF HOME _____

SQ. FOOTAGE USED AS OFFICE _____

EXPENSES:

\$

MORTGAGE (INTEREST ONLY) / RENT

UTILITIES

INSURANCE

REPAIRS AND MAINTENANCE

PROPERTY TAXES

STRATA FEES

OTHER (please provide description)

AUTO EXPENSES

CLIENT NAME _____

YOU CAN CLAIM THE BUSINESS PORTION OF YOUR AUTOMOBILE IF:

Eligible expenses do not include travel from home to office UNLESS business has been conducted en route, i.e. banking, meetings, or if you carry tools and other supplies you use for business.

TOTAL KM DRIVEN IN YEAR _____

TOTAL KM DRIVEN FOR EMPLOYMENT OR BUSINESS _____

OPERATING EXPENSES:

TOTAL

GST

NET

FUEL

REPAIRS & MAINTENANCE

INSURANCE

LEASE COSTS

LOAN INTEREST

PARKING

SAME VEHICLE AS LAST YEAR

Y / N

IF NO, PROVIDE SALE DETAILS OF OLD VEHICLE AND PURCHASE AGREEMENT OF NEW VEHICLE