



BUSINESS USE OF HOME WORKSHEET

Provided By A-1 Bookkeeping Services Inc.

If you have an office in your home to operate a business, this is the form for you. Do not use this if you have a property that you own or rent outside of your home. The home office cannot be shared space for any other purpose; it must be a self-contained room/space.

To claim a Business use of Home, it must be filed on your personal income tax return no matter if you have a sole proprietor, partnership or corporation. If you have rented workspace outside of your home, in most cases you cannot claim the outside rental space and business use of home, in this case you must use your rental space as your office.

Do not provide the receipts along with this Worksheet, keep all receipts for 7 years in case of an audit.

Claim only the expenses involved in the home itself, all other business expenses must be claimed either using the Business Activity Summary, if you do your own accounting. If A-1 Bookkeeping Services does your accounting, your business expenses are already accounted for.

Property Address: _____

Square Footage of Living Space: _____ square feet

Square Footage of Office Space: _____ square feet

All amounts must be for the current year only, not unpaid balances from the previous year and include HST (if applicable).

Property Tax: \$_____

Repairs & Maintenance: \$_____ (Do not include significant renovations/additions)

Internet: \$_____

Home Phone: \$_____

Mortgage Interest: \$_____ (if you own your own home, **DO NOT** include the principle)

Hydro: \$_____

Security Alarm: \$_____

_____: \$_____

_____: \$_____

