

Home office worksheet (running expenses and occupancy costs)

Taxpayer's name _____

Tax file number _____

Year ended _____

Home office running expenses

These include utilities such as gas, electricity, heating and lighting, as well as depreciation of home office furniture and furnishings. Home office running expenses do **not** include other deductible computer consumables and stationery, which may be separately claimed as a deduction (where appropriate).

The two most common methods used to claim home office running costs are the **cents per hour (standard) method** and the **ATO actual (formula) method**, both of which simply require a taxpayer to record the number of hours their home office was used for work or business.

Which method is being used to claim the home office running costs? (please tick)

- Method 1: Cents per hour (standard) method (i.e., **52 cents per hour** for the **2019** income year)
- Method 2: ATO actual (formula) method

Note: you can only use one method

Please ensure that the taxpayer can appropriately evidence the hours worked in the home office. Refer to the **Home Office Usage Diary**.

Method 1: Cents per hour (standard) method

Number of hours home office used x Standard rate = Claim
_____ Hours x **52c** per hour = \$

Method 2: ATO formula method

Note: An appropriately apportioned depreciation claim for home office furniture and furnishings would need to be separately calculated under this method. For these purposes, reference should be made to the **Depreciating Asset Usage Diary**.

Cost per unit of power, x Average units x Total annual income hours = Claim
heat light etc
\$ _____ x Units x Annual income hours = \$

Continued over the page for occupancy expenses

Occupancy expenses

Occupancy expenses are only claimable where the home office is the taxpayer's 'place of business' or 'sole base of operations'. Refer to Taxation Ruling TR 93/30. These expenses include expenses such as appropriately apportioned rent, mortgage interest, rates and building insurance.

*Note: In many instances, taxpayers eligible to claim home office running expenses may **not** be eligible to claim a deduction for occupancy expenses where they do not satisfy the requirement outlined in TR 93/30.*

Total occupancy expenses

_____		\$	
_____		\$	
_____		\$	
_____		\$	_____
Total occupancy expenses		\$	
Floor area of home office (Expressed in square metres)	x		_____ m ²
		\$	
Total floor area	÷		_____ m ²
Occupancy expense		\$	=====
Running expenses	+	\$	=====
Total home office expenses (Occupancy + running expenses)		\$	=====

*Note: Where an area of the home is a place of business for part of the year only, it may be necessary for occupancy expenses to be apportioned on **both a floor area and a time basis**. The time apportionment should reflect the period during the income year in which the relevant area of the taxpayer's home room was used for income producing purposes.*