#### Home office questionnaire

**Taxpayer’s name**

**Tax file number**

**Year ended**

**Address of property**

1. Nature of your business/occupation:

2. What work activities are performed at home?

3. Would your employer (if you have one) support the need for you to maintain a home office? **YES/NO**

If **no**, why do you believe a claim can still be made?

4. Under which method is the home office running expenses being claimed?

• Actual method.

• Revised fixed-rate (67 cents per hour) method**.**

What records have been maintained in order to substantiate your claim?

5. Do you understand the difference between occupancy and running expenses? **YES/NO**

If a claim is being made for ‘occupancy expenses’, please describe why you believe your home is a ‘place of business’.

**Taxpayer’s home office declaration**

*A. I confirm that I wish to make the above claim for home office expenses on the basis that I have incurred the above expenses in deriving my assessable income and I have the necessary records to substantiate my claim.*

*B. My tax agent has explained to me the law as it relates to claims for home office expenses.*

*C. I understand that if I have any further queries, it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.*

**Signed**

**Dated**