LOTT & COMPANY
PROFESSIONAL CORPORATION

Home Office Expense

Please use this form to provide us with your home office expenses for the year.

Client Name	
Tax Year:	

Total area of home used for business	
Total area of home	

	January to December	
	Totals with HST	HST
Heat		
Electricity		
Water & sewer		
Insurance		N/A
Maintenance		
Mortgage interest		N/A
Property taxes		N/A
Other: (provide details)		
eg. Home security		
eg. Moving expenses		
Total Home Office Expenses	-	-

Other business expenses incurred in home:		
Dedicated* fax line charges		
Dedicated* telephone line charges		
Long-distance charges (business calls only)		
	-	-

* 100% business use

Note: If you are an employee who claims work space at home/ home office expenses, you must provide us with a T2200 form certified by your employer.

CHARTERED PROFESSIONAL ACCOUNTANTS

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