

Calculation of Home Office and Vehicle Expenses

Company Name: _____ Fiscal Year: _____

Please fill in the total costs for the fiscal year ending on the date of your corporate year-end for each of the applicable items listed below. Please also indicate (in the space provided) the area of your home which you use to carry out business activities and/or store records, supplies and equipment of the company.

Mortgage interest _____

Rent _____

Property tax _____

Insurance _____

Hydro _____

Gas _____

Repairs and maintenance _____

Total _____ A

sq.ft. used for business _____ B

% _____ D = B / C

Total sq.ft. of home _____ C

Home office expenses incurred by shareholder _____ A x D

Vehicle Expenses

Fuel _____

Repairs and Maintenance _____

Insurance _____

Total _____

Total Mileage used for Business _____

Total Mileage _____ % _____ Business Use of Vehicle

Business Vehicle Expenses