

Business Name .....

Company Year ending\* .....

(eg 30 Oct 05)

If you use part of your home for business please let us have the following information by return. This will help us to reduce the tax liabilities:

Please use actual figures rather than monthly payments and they should be for the period ending in the above date.\*

Office at Home

Council Tax	
Water Rates	
Service Charge	
Gas / Oil	
Electricity	
Mortgage Interest	
Rent	
Insurance	
Repairs	
Other (Details please)	

Hour many hours a week do you use this  
these rooms for business activities?

these rooms for NON business activities?

No. of Rooms in House  
(Excluding bathroom and kitchen)

No. of Rooms used for business

Is a garage used for business

Do you store papers/materials. In a separate place?  
(Give details in box below)

Other useful information