

USE OF YOUR HOME IN THE BUSINESS

USE OF YOUR PRIVATE MOTOR VEHICLE IN YOUR BUSINESS (PAGE 2)

In December 2006 the Inland Revenue published in its Self-Employment manual new guidance for those who are self-employed (or in Partnership) and use their home in connection with business activities.

For many this will be more beneficial. If a claim is made for £3 per week (£156 p.a.) this will not need further evidence however sums in excess of this figure which will need to be calculated on a just and proper basis in case the Inland Revenue decide to open a tax return enquiry.

There are two parts. The first is based on expenditure and the second on a time basis. The latter basis is a new concept. This could be a room used during the day for business say 8 hours and then a further 2 hours for computer games. This means there would be an 80% business use, assuming that it is not used at all at the weekends. If you own the property the business use must always be less than 100% to avoid Capital Gains Tax implications on sale.

NAME.....

Please provide the following information

This relates to the trading period (ie 12 months ending 31 March 2007)

Use actual figures if you are using estimates tick the E box

Description	Notes	Annual Amount	E
Council Tax			
Water Rates			
Service Charge			
Gas / Oil for Heating			
Electricity			
Mortgage Interest			
Rent			
Insurance			
Repairs			
Other (Details in box below please)			

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

No. of Rooms used for business
 (If more than one please give details in box below)

Is a garage used for business
 (If yes please give details in box below)

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

Please give average number of hours per week that the room(s) are used for business and personal use

Business	<input style="width: 40px; height: 20px;" type="text"/>
Personal	<input style="width: 40px; height: 20px;" type="text"/>

 (If more than one room please give details in box below)

NOW GOTO PAGE 2 (TURNOVER) FOR VEHICLE USE

Other useful information (Continue overleaf if necessary)

USE OF YOUR PRIVATE MOTOR VEHICLE IN YOUR BUSINESS

USE OF YOUR HOME IN THE BUSINESS (TURNOVER to PAGE 1)

If you use your personal private motor car or motorcycle for both business and pleasure purposes the costs have to be apportioned so that any private use is not tax deductible. Please note if you only use the vehicle for business purposes the apportionment does not take place.

You can elect (but only the first time a vehicle is used in your business accounts) either to use an apportionment (see below) or by actual mileage driven. Actual mileage driven should be kept in log similar to the form in the download section of our website. The mileage rates are those as published by the Inland Revenue from time to time.

The easiest way to calculate the apportionment is using mileage figures. That is the business miles divided by total business miles multiplied by total running costs. (Bus. Miles/ Total Miles x Costs). However sometimes the mileage figures are not available and you will have to make an estimate. If you have no idea I suggest that you keep a log for the next three months and use that percentage.

Please provide the following information

(if more than one vehicle copy this page for each one)

This relates to your trading period (ie 12 months ending 5 April 2007)

Use actual figures if you are using estimates tick the E box

Your Name			
Vehicle Type and Reg No.			
Business Mileage			
Total Mileage			
If you have not provided mileage figures please advise		Business Use	%

Please provide the following, all the bills should be due within your trading period

	£
Vehicle Insurance	
Breakdown Cover	
Road Tax (Vehicle Licence Duty)	
Servicing & Repairs	
Insurance Claim Excesses	
MOT costs	
Fuel	
Other: Include details below eg GPS	

Notes



