

# SOVEREIGN PALMS ACCOUNTING LIMITED

Use of Home Information Checklist  
For the Income Tax Year Ended 31<sup>st</sup> March 2026

Client Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

1 Has there been a change in the business use % since last year? If yes please fill out the apportionment calculation section below. If no, please tick here \_\_\_\_ to use the % held on your file.

2 Has there been a significant change in home costs compared to last year? If yes please fill out the home costs section below. If no, please tick here \_\_\_\_ to confirm that the same allowance can be used as last year.

3 Have you moved houses during the year? If yes please complete Both the apportionment calculation section and the home costs section below for both properties - two of these forms will be required (one will be for costs from 1st April 2024 - date of move, and the other, from date of move to 31st March 2025).

## Home Costs

A) Electricity / Gas	\$_____	Annual / Monthly
B) Insurance (House)	\$_____	Annual / Monthly / NA
C) Insurance (Contents)	\$_____	Annual / Monthly
D) Mortgage Interest (NOT repayment)	\$_____	Annual / Monthly / NA
E) Rates	\$_____	Annual / Monthly / NA
F) Water Rates	\$_____	Annual / Monthly / NA
G) Rent paid to Landlord	\$_____	Week / NA

## Apportionment Calculation

	<u>Garage m2</u>	<u>House m2</u>
Area used for business purposes	_____	_____
Total Area of Garage or House	_____	_____

## Business Use of Home Internet

How much is your monthly plan? \$\_\_\_\_\_

Each month, how much of your **internet use** is for business accounts/business use? \_\_\_\_\_%

Thank you for your efforts. When completed, please send with attachments to:

Sovereign Palms Accounting Limited  
96 Sutherland Drive  
Kaiapoi 7630  
Or email to [spaltd18@gmail.com](mailto:spaltd18@gmail.com)