

Home Office Deduction Worksheet

***Please complete a separate form for each Home Office and for each spouse.**

Business Owner: _____

Name of Business (if applicable): _____

Please answer the following questions:

1. Do you have a room or separately identifiable space that is used exclusively for your business?
2. Is this room/area the principal place of business or where you conduct all administrative activities for your business?

3. Is this space used regularly for your business?

If you answered "Yes" to all the questions above, please move on to question 4.

If you answered "No" to any of the questions above, you do not need to complete this worksheet.

4. Is this your first year having a home office?

If you answered "Yes" to question 4, please complete Section 1 and 2.

If you answered "No" to question 4, please move on to Section 2.

SECTION 1: HOME INFORMATION (To be completed only in the first year for which we deduct your home office)

What is the total square footage of your home?

What is the square footage of your office space?

Number of months your office was in use for your business:

Date you purchased or built your home:

Total cost of home and land (when you purchased):

Cost (or estimate of value) of land (when you purchased) that is included in the above total:

****Please include a copy of the closing statement with your documents.**

Please list the following information in the blanks below (NOTE: please make sure the expenses listed below have not been included on other expense sheets you have provided).

-Dollar amount of IMPROVEMENTS (i.e. new roof, driveway, landscaping additions, etc.) to the house over period of ownership

-Supplies and equipment (i.e. computer, desk, chair, wall hangings, lamps, electronics, rugs, etc.) purchased for or contributed to your business and used in your home office.

General Description	Approx. Date	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

If you need additional space, please attach a separate sheet with your information listed.

SECTION 2: EXPENSES FOR YOUR PRIMARY HOME THAT CONTAINS THE HOME OFFICE

Note: If less than 12 months, please give your expense information only for the portion of the year you had an office.

Mortgage Interest Paid (if you own the home)_____ \$ _____

Real Estate Taxes _____ \$ _____

Insurance Expense _____ \$ _____

Rents Paid (If you are a tenant)_____ \$ _____

Direct Repairs (i.e. repairs made to the specific area of room used for business)_____ \$ _____

Indirect Repairs (i.e. repairs made to the house as a whole)_____ \$ _____

Utilities (not including internet)_____ \$ _____

Internet Expense_____ \$ _____

Business Usage _____%

Security Expense_____ \$ _____

Homeowners Association _____ \$ _____

Cleaning and Maintenance_____ \$ _____