

# Home Office Deduction Worksheet

\*Please use a new form for each Home Office

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

What is the total square footage of the home?

What is the square footage of your office space?

Number of months the office was in use for business:

Date home was purchased or built:

Total cost of home and land (when purchased):

Cost of land-ONLY (when purchased) included in the above cost:

**\*\*Please include a copy of the closing statement when you send your documents.**

## 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	_____	\$ _____
Internet Expense	_____	\$ _____

Security Expense ----- \$ \_\_\_\_\_

Homeowners Association ----- \$ \_\_\_\_\_

Cleaning and Maintenance ----- \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**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.

<b>General Description</b>	<b>Approx. Date</b>	<b>Amount</b>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
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_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

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