

Business Name: \_\_\_\_\_ Your Name: \_\_\_\_\_ Year of Expenses: \_\_\_\_\_

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

**Home Office Worksheet**

Yes No

Is the home office area used regularly and exclusively for business or the storage of inventory?  
*(If no, stop, you cannot take a home office deduction)*

Is your home office for your Sole Proprietorship or Partnership? *(If no, stop, you cannot take a home office deduction)*

**Home Office Info:**

Date of purchase *(if first year of home office)* *(Provide HUD/closing statement from the purchase)* .....

Date you began using your home office.....

Total square feet of your home.....

Total square feet of your office and/or inventory storage.....

Hours used for Daycare *(Daycare businesses only)* .....

**Expenses:**

**Home Mortgage Interest: Provide a copy of your Form 1098 *(required)***

Property taxes *(if NOT on Form 1098)* ..... \$ \_\_\_\_\_

Homeowner's or Renter's Insurance..... \$ \_\_\_\_\_

Rent..... \$ \_\_\_\_\_

Repairs and maintenance to your home..... \$ \_\_\_\_\_

Repairs and maintenance exclusively to your office..... \$ \_\_\_\_\_

Utilities..... \$ \_\_\_\_\_

Electricity..... \$ \_\_\_\_\_

Natural Gas..... \$ \_\_\_\_\_

Propane..... \$ \_\_\_\_\_

Water & Sewer ..... \$ \_\_\_\_\_

Trash/Recycling ..... \$ \_\_\_\_\_

Association dues..... \$ \_\_\_\_\_

Security System..... \$ \_\_\_\_\_

Internet *(no phone or cable charges AND not previously claimed on another worksheet)* ..... \$ \_\_\_\_\_

Snow removal *(if clients/customers regularly visit your home or daycare service)* ..... \$ \_\_\_\_\_

Lawn Care *(if clients/customers regularly visit your home or daycare service)* ..... \$ \_\_\_\_\_

Blacktop sealant *(if clients/customers regularly visit your home or daycare service)* ..... \$ \_\_\_\_\_

**Other:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*If you own your home, we will allocate a portion of your mortgage interest & property taxes to your home office. If you have a home office for your corporation, please ask us about setting up an accountable plan for these expenses.*

I certify that the above information is true and correct, **and** I have the documentation supporting my responses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date