

Business Name: _____ Your Name: _____ Year of Expenses: _____
 Home Office Address: _____

Home Office Worksheet

Yes No

Is the home office area used exclusively for business?.....
(If no, stop, you cannot take a home office deduction)
 Is your home office for the convenience of your employer –OR- 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..... _____
 Hours used for Daycare *(Daycare businesses only)*..... _____

Forms:

Total mortgage interest & property taxes listed on Form 1098..... \$ _____

Expenses:

Homeowner's or Renter's Insurance..... \$ _____
 Property taxes *(if NOT on Form 1098)*..... \$ _____
 Repairs and maintenance to your home..... \$ _____
 Repairs and maintenance exclusively to your office..... \$ _____
 Electricity \$ _____
 Natural Gas..... \$ _____
 Propane..... \$ _____
 Water..... \$ _____
 Sewer *(if not included in water)*..... \$ _____
 Trash/Recycling..... \$ _____
 Rent \$ _____
 Snow removal *(if clients/customers regularly visit your home or daycare services)*..... \$ _____
 Internet *(no phone or cable charges, and not previously claimed on another worksheet)*..... \$ _____
 Lawn Care *(if clients/customers regularly visit your home or daycare services)*..... \$ _____
 Blacktop sealant *(if clients/customers regularly visit your home or daycare services)*..... \$ _____
 Security System..... \$ _____
 Association dues..... \$ _____

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:

 Prepared by

 Date