

Your Name:
Business Name:
Year of Expenses:

Home Office Worksheet

Is the Home Office Area used exclusively for business?.....Yes___ No___
(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?.....Yes___ No___
(If no, stop, you cannot take a home office deduction.)

Cost Information:

Date of purchase (if first year of home office).....	_____
<i>Provide HUD/closing statement</i>	
Date you began using your home office.....	_____
Total square feet of your home.....	_____
Total square feet of your office.....	_____
Homeowner's or renter's insurance.....	\$ _____
PMI.....	\$ _____
Repairs and maintenance to your home.....	\$ _____
Repairs and maintenance exclusively to your office.....	\$ _____
Products purchased to maintain your home.....	\$ _____
Electricity.....	\$ _____
Natural Gas.....	\$ _____
Propane.....	\$ _____
Water.....	\$ _____
Sewer (if not included in water).....	\$ _____
Trash/Recycling.....	\$ _____
Rent.....	\$ _____
Snow removal.....	\$ _____
Lawn care.....	\$ _____
Blacktop sealant.....	\$ _____
Security system.....	\$ _____
Association dues.....	\$ _____
Internet.....	\$ _____
Other _____	\$ _____
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 is about setting up an accountable plan for these expenses.*