

General Rules for taking home office expense:

1. The space must be exclusively used for business use.
  - a. Exclusions include daycares and inventory
2. Must be the only principle place of business

If you are unsure if you qualify for the home office expense fill this out and we can help you determine if you qualify.

Tax Year: \_\_\_\_\_ Name: \_\_\_\_\_ SS# \_\_\_\_\_

Square Footage of Office/Workspace \_\_\_\_\_

Square Footage of House/Apartment\* \_\_\_\_\_

\*Include all home space (basement, garage)

DIRECT EXPENSES ON YOUR SPACE

Repairs- Paint, etc \_\_\_\_\_

Upgrades- Wiring, phone lines, cable \_\_\_\_\_

IF YOU RENT YOUR HOME

Rent \_\_\_\_\_

Renter's Insurance \_\_\_\_\_

Utilities-Water \_\_\_\_\_

Utilities-Heat \_\_\_\_\_

Utilities-Power \_\_\_\_\_

Utilities-Garbage \_\_\_\_\_

Repairs & Maintenance – including cleaning \_\_\_\_\_

IF YOU OWN YOUR HOME

Mortgage Interest – Attach Form 1098 \_\_\_\_\_

Mortgage Insurance \_\_\_\_\_

Real Estate Taxes- attach Tax Statement \_\_\_\_\_

Casualty Losses \_\_\_\_\_

Homeowner's Insurance \_\_\_\_\_

Utilities-Water \_\_\_\_\_

Utilities-Heat \_\_\_\_\_

Utilities-Power \_\_\_\_\_

Utilities-Garbage \_\_\_\_\_

Repairs & Maintenance – including cleaning \_\_\_\_\_

When did you start using your home for business? \_\_\_\_\_

Value of the structures at that time? \_\_\_\_\_

Value of the land at that time? \_\_\_\_\_

\*\*If new purchase, please attach closing documents \_\_\_\_\_

Did you do any major remodeling or improvements to your home? \_\_\_\_\_

If so, please describe and provide costs. \_\_\_\_\_

\_\_\_\_\_  
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