

Home Office Worksheet

Taxpayer using this office		Business Name			
Part of Home Used For Office ¹					
Square footage of office including closet space					
Total square footage of house ²					
Home purchase price plus cost of improvements ³					
Value of land when home originally purchased					
Expenses ⁴ (see footnote)					
Casualty Losses	D	CALL ME	Trash Collection	D	
Mortgage Interest	D		Snow Removal	D	
Real Estate Taxes	D		Home Security	D	
Home or Renter's Insurance ⁵	D		Electricity	D	
Home Repairs and Maintenance	D		Rent	D	
Office Repairs and Maintenance	D		Lawn Care	D	
Heating Fuel	D		Internet/Cable Service	D	
Water and Sewer	D		Condo Fees	D	
Direct Telephone Expenses			Other (attach schedule if necessary)	D	
Improvements & Other Assets Placed In Service This Year Only ⁶					
Improvements to Home or Office, or Name of Asset Bought ⁷			Date	Cost	

Did you dispose (sell, take out of service, gift to charity, throw away) any assets previous deducted as an home office expense? If so please contact your tax practitioner.

¹ Answer these questions only if this is first year, or first year using me as tax preparer
² Do not include basement (unless finished) or garage unless these areas are used to store materials for you business
³ Only if the fair market value of your home is lower than amount you paid for it plus improvements
⁴ Enter 100% of Home office expenses. I will calculate amount that applies to the home office. However, if these expenses are 100% associated with the office itself, please circle the "D".
⁵ If your mortgagee requires you to have private insurance (PMI) it may be part of your mortgage payment.
⁶ If you made improvement to either the home, the office, or purchased assets during the year answer these questions.
⁷ Assets are items that have a useful life of > one year and/or increase the useful life or value of the property.