

Home Office Deduction Worksheet

Do not send receipts or bank/credit card statements.

Name of Business (If Applicable)

Do you have a room or separately identifiable space that is used exclusively for your business?

Yes

No

Is this room/area the principal place of business?

Yes

No

Is this space used exclusively for business purposes?

Yes

No

Is this space used regularly for your business?

Yes

No

If you answered "Yes" to all the questions above, please fill out the rest of this worksheet.

What is the square footage of this room/area?

What is the total square footage of the home?

How many rooms are used as your home office?

What is the total number of rooms in your home?****

EXPENSES FOR YOUR PRIMARY HOME USED AS HOME OFFICE

DIRECT EXPENSES*

INDIRECT EXPENSES**

Total Rents Paid

Total Mortgage Interest Paid

Total Insurance Expense

Total Real Estate Taxes

Total Homeowners Association

Cleaning & Maintenance

Repairs

Utilities

Internet

*** Telephone

Security

Others:

TOTAL EXPENSES

*Direct Expenses benefit the business part of your home. Example: cost of painting or repairs made to the specific area or room used for business, installation of a bookshelf, etc.

** Indirect Expenses are required for keeping up and running your entire home. Examples include your utility bills, mortgage interest or rent, insurance, HOA, real estate taxes, repairs, pest control, trash removal, security, and maintenance.

***Phone: If you have one phone line in your home, the monthly charge for that phone line is not deductible, but long-distance business calls from that line are considered to be a direct expense. If you put a second line in your house that you use regularly and exclusively for the business, you can deduct the expenses for that line as a direct expense.

****Includes Kitchen, bedrooms, dining room, family room, living room, etc.; Does not include hallways or bathrooms