

Office In Home Worksheet

The Area used for the business must be used regularly and exclusively:

1. As the principal place of business, or
2. As a place to meet or deal with clients in the normal course of business, or
3. In connection with the business if it is a separate structure not attached to the taxpayers personal residence.
4. (For Employees Only) The employee's office in home must also be for the benefit of the employer.

Certain exclusions apply if the area is a Daycare or used for Inventory or Product Sample storage.

Square footage of area used _____ **Total home square footage** _____

What did your home cost? _____ **What was the land value?** _____

When did you place the office in home into service? _____

Prior Depreciation _____ **Any Carryover expenses from prior years?** _____

If it is determined that your office in home qualifies, we may be able to deduct a portion of the following Home expenses;

Mortgage Interest _____ Real Estate Taxes _____

House Insurance _____ Security System _____

Home Repairs-Maintenance _____ Utilities _____

Rent (If you don't own a home) _____ Casualty Losses _____

Garbage _____ Water _____

Other _____ Other _____

Day Care Operators ONLY **Total hours open for the year** _____

Were there any costs attributable only to the office (business) area?

Description _____ Cost _____

Description _____ Cost _____

Capital Improvements made:

Description _____ To the home or office _____ Cost _____

Description _____ To the home or office _____ Cost _____