

**HOME OFFICE USE WORKSHEET**

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

Square Footage of Office/Workspace \_\_\_\_\_  
 Square footage of house/apartment\* \_\_\_\_\_  
 \*Include all home space (basement, garage)

**EXPENSES ON YOUR WORKSPACE**

**AMOUNT**

**DIRECT**

**INDIRECT**

Repairs- Paint, etc \_\_\_\_\_  
 Upgrades- Wiring, phone lines, cable, \_\_\_\_\_

**IF YOU RENT YOUR HOME**

Rent \_\_\_\_\_  
 Renter's Insurance \_\_\_\_\_  
 Utilities-Water \_\_\_\_\_  
 Utilities-Gas \_\_\_\_\_  
 Utilities-Electricity \_\_\_\_\_  
 Utilities-Garbage \_\_\_\_\_  
 Utilities-Sewer \_\_\_\_\_  
 Repairs & Maintenance- including cleaning \_\_\_\_\_

**IF YOU OWN YOUR HOME:**

Mortgage Interest- Attach Form 1098 \_\_\_\_\_  
 Mortgage Insurance \_\_\_\_\_  
 Real Estate Taxes-attach Tax Statement \_\_\_\_\_  
 Casualty Losses \_\_\_\_\_  
 Homeowners Insurance \_\_\_\_\_  
 Utilities-Water \_\_\_\_\_  
 Utilities-Gas \_\_\_\_\_  
 Utilities-Electricity \_\_\_\_\_  
 Utilities- Garbage \_\_\_\_\_  
 Utilities-Sewer \_\_\_\_\_  
 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 cost. \_\_\_\_\_