



## OFFICE IN HOME WORKSHEET

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

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

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

\* Include basement, garage if used for office or storage

If area used Part-Time for business, total hours/day used part-time \_\_\_\_\_

### DIRECT EXPENSES OF YOUR OFFICE SPACE ONLY

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

Added for Office Use- Wiring, phone lines, cable \_\_\_\_\_

### IF YOU RENT YOUR HOME

Amount of Rent Paid \_\_\_\_\_

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

### IF YOU OWN YOUR HOME:

Mortgage Interest- Attach Form 1098 \_\_\_\_\_

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

Homeowners Insurance \_\_\_\_\_

Flood Insurance \_\_\_\_\_

### WHETHER YOU RENT OR OWN YOUR HOME:

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

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

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

Garbage Pickup \_\_\_\_\_

Repairs & Maintenance- including cleaning, yard work \_\_\_\_\_

Security Monitoring \_\_\_\_\_

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. \_\_\_\_\_