

MM Tax Service, Inc.  
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## 2024 Home Office Organizer

**This form is to be used for those clients with businesses or are self-employed; you cannot deduct home office expenses if you are an employee.**

Taxpayer Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

To deduct home office expenses, your office must be used exclusively for business

Did you deduct your home office last year? Yes ☐ No ☐

If yes, is the area used the same as last year? Yes ☐ No ☐

If no to either question, complete table: (use square feet for area)

|                       |  |
|-----------------------|--|
| Business Area of Home |  |
| Total Area of Home    |  |

Which method should be used to deduct your home office expenses:

☐ Simplified Method\* or ☐ Actual Expenses (complete expenses below)

\*Under the simplified method you can claim \$5 per square foot up to 300 square feet without calculating your actual expenses. You will not depreciate your home and you will not have depreciation recapture when you sell your home. If you want to use the simplified method, you do not need to fill out your home office expenses below.

| Expense Type            | List Total Amount |
|-------------------------|-------------------|
|                         |                   |
| Mortgage Interest       |                   |
| Property Taxes          |                   |
| Homeowners Insurance    |                   |
| Repairs & Maintenance   |                   |
| On entire home:         |                   |
| On office portion only: |                   |
| Utilities               |                   |
| Rent                    |                   |
| Other (list)            |                   |
|                         |                   |
|                         |                   |
|                         |                   |
|                         |                   |