

# Office In Home Worksheet

**The area used for 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 taxpayer's personal residence.

\*Certain exclusions apply if the area is a Day Care or used for Inventory or Product Sample storage.

**If we determine that your office in home is qualified we may deduct a portion of the following expenses.**

Mortgage Interest	_____	Real Estate Taxes	_____
House Insurance	_____	Security System	_____
Home Repairs/Maint.	_____	Utilities	_____
Rent	_____	Casualty Losses	_____
Garbage	_____	Water	_____
Other	_____	Other	_____

**Square footage of area used** \_\_\_\_\_ **Total Square footage** \_\_\_\_\_

Day Care Operators(ONLY): Total hours the area was used \_\_\_\_\_

**Were there any costs attributable to the business area only?**

Description: \_\_\_\_\_ Cost \_\_\_\_\_

Description: \_\_\_\_\_ Cost \_\_\_\_\_

**Other Information:**

What did your home cost? \_\_\_\_\_ What was the land value? \_\_\_\_\_

When did you purchase it? \_\_\_\_\_

What capital improvements have you made?

Description: \_\_\_\_\_ Cost \_\_\_\_\_

Description: \_\_\_\_\_ Cost \_\_\_\_\_