

# Tax Client Home Office Deduction Info

Note: Effective 2018, Home Office Deduction is not available to W-2 wage earners.

Fill out COMPLETELY or check  "N/A".

## General

Date home was first used for business: \_\_\_\_\_

Square Footage of Area Used for Home Business: \_\_\_\_\_

Total Square Footage of the Home: \_\_\_\_\_

## Simplified Option

The IRS now allows an optional standard \$5 per square foot deduction (maximum 300 square ft)

If you would like to choose this option rather than Standard Option, enter the necessary info below, otherwise, skip this section and complete the Standard Option section below.

Yes  No I would like to use the "Simplified Option" to claim my Home Office Deduction

Total square feet claimed for Home Office (cannot exceed 300 sq ft): \_\_\_\_\_

See: <https://www.irs.gov/businesses/small-businesses-self-employed/simplified-option-for-home-office-deduction> for further information regarding Home Office Deduction

--OR--

## Standard Option – Deduction Expenses

### Current Year

Casualty Losses: \$ \_\_\_\_\_

Deductible Mortgage Interest: \$ \_\_\_\_\_

Real Estate Taxes: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

Rent: \$ \_\_\_\_\_

Repairs and Maintenance: \$ \_\_\_\_\_

Utilities: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

### Depreciation:

Yes  No Do you have depreciable assets?

If yes, describe: \_\_\_\_\_

## Additional Questions/Information

Yes  No Are you being forced to work from home by your employer for pandemic related reasons?

Describe anything unique that the tax preparer should know about your situation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_