

TAX YEAR _____

Home Office # ____

Business Activity _____
 Date first used for business _____
 How many months did you use this home office in the year ____

Do you ____ Own the property ____ Rent

Area used Exclusively as office space for business _____
 Area used for product or supply storage _____
 Area used for childcare services _____

Total Living Area of Home or Apartment _____

Is any part of the business-use area a garage
 Or exterior storage shed not used for living area? ____

Monthly Rent _____ x months ____ Total _____

If owned, Purchase date of home _____
 Purchase Price _____
 Prior depreciation (if known) _____

Did you improve the property for the Home Office purpose? ____
 If yes, please describe

Did you claim Home Office Expenses in the prior year? ____

In order to claim Home Office Expenses, you must meet these basic tests:

1. *The Home Office space must be used Exclusively for business. This means it cannot double as a bedroom area for a resident or as your main kitchen. (This rule does not apply for in-home childcare use).*
2. *The Home Office space must be used Regularly for business.*
3. *The Home Office cannot take your net profit below zero. It may reduce your taxable profit, but it cannot generate a net loss.*

Annual Operating Expenses

Mortgage Interest _____
 Real Estate Taxes _____
 Insurance _____

Home Repairs _____
 Yard _____
 Utilities _____
 Water & Sewer _____
 Electricity _____
 Gas _____
 Internet service (not TV or phone) _____
 Pest Control & Trash _____

Other Expenses _____

Other Home Office Assets

Did you purchase any home office assets for more than \$1,000 in total during the year?
 If so, please list:

Description	Amount	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____