



BUSINESS USE OF HOME WORKSHEET
TAX YEAR 2020

Name _____ Business Name (or occupation) _____

Is your office in home used exclusively for business? Yes No

Area of the home used for business: _____ sq. feet

Total area of the home: _____ sq. feet

Are outbuildings or basements used for business? Yes No If yes, please describe:

Please Note: there is a simplified method option to claim a home office deduction. If you have a space used exclusively for business, you can claim an allotted amount per square foot. You do not have to provide us your actual expenses.

I want to claim the simplified method (you can switch back and forth each year)

I want to claim the method that saves me the most taxes

**Complete page two only if you want us to compare actual expenses vs the simplified method.*

By signing I confirm that the information given is true, complete and accurate:

Name (print)

Signature

Date

Expenses	Total Home	Office Portion <i>Do Not Fill In</i>
Mortgage Interest (provide 1098)		
Real Estate Taxes Paid		
Homeowners Insurance		
Repairs and Maintenance		
Utilities		
Exterior Painting		
Rent Paid		
Other (describe)		
Other (describe)		
Expenses Relating Directly To Office Only	<i>Do Not Fill In</i>	Office Only Portion
Repairs		
Painting and Decorating		
Other (describe)		
Other (describe)		
New Assets or Improvements	Date	Cost
<i>*For example, office furniture, computer, and improvements to the whole home.</i>		

Did you get rid of any assets? If yes, please describe: _____

By signing I confirm that the information given is true, complete and accurate:

Name (print)

Signature

Date