

## HOME OFFICE DEDUCTION

If you use a part of your home exclusively as an office or storage for your personal business or profession, you may be able to deduct some of the cost of your home.

**Please note** that if you are a W-2 employee you may not deduct any expenses associated with working at the W-2 job from home even if those expenses are not reimbursed.

If you believe you meet the criteria to claim the expenses related to space used in your home, we need the following information:

What is the date you purchased your home? \_\_\_\_\_ Purchase Cost? \_\_\_\_\_

What is the total square footage of your home? \_\_\_\_\_

What square footage is used for your business or profession? \_\_\_\_\_

Is the space used **exclusively** for your business or profession?  Yes  No

*(over)*

Annual Expenses for the tax year \_\_\_\_\_ in the following categories:

Electricity \_\_\_\_\_

Internet \_\_\_\_\_

Trash/Water \_\_\_\_\_

Gas \_\_\_\_\_

Repairs/Maintenance \_\_\_\_\_

Other \_\_\_\_\_

Rent \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Property Taxes \_\_\_\_\_

Home Insurance \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date