

## Home Office General Information

To be able to deduct home office expenses, you must use part of your home regularly and exclusively for your business. That part of your home must also be your principal place of business or a place where you meet with customers, or a separate building (like a detached garage). If you use your home office for administrative or management tasks of the business, and there is no fixed location where you perform these tasks, you probably qualify for the home office deduction. If your business is a day care, or if you use your home to store inventory for your business, the rules are slightly different. **If you are not sure whether your home office qualifies under these rules, please ask us.**

***If you are an employee, your home office expense is deductible only to the extent that it is not reimbursed and is greater than 2% of your total income. Your home office must also be for the convenience of your employer. This often means that your employer requires you to have a home office, and/or does not provide you with office space outside your home.***

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### If this is the first year you had a home office in this house:

How much did you pay for your house? \$ \_\_\_\_\_

*Please enclose the closing statement for your house.*

How much of the cost of your house was for land? \$ \_\_\_\_\_

*If the value of the land was not separately agreed upon when you bought the house, we will need **you** to estimate the fair value of the land.*

Have you made any major (over \$1,000) repairs or remodeling?      Y      N

If yes, how much did you spend on major repairs and remodeling? \$ \_\_\_\_\_

If you use a **separate building** for your home office, how much did the building cost? \$ \_\_\_\_\_

What date did you start using your home office? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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### If you sold your house with a home office, or stopped using your home office:

How much did you sell your house for? \$ \_\_\_\_\_

*Please enclose the closing statement for your house.*

How much of the sale price of your house was for land? \$ \_\_\_\_\_

*If the value of the land was not separately agreed upon when you bought the house, we will need **you** to estimate the fair value of the land.*

If you use a separate building for your home office, how much did the building sell for? \$ \_\_\_\_\_

What date did you stop using your home office? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

See Other Side for Income and Expense Summary

## Home Office Expense Summary

What business uses this home office? \_\_\_\_\_

What is the total area of your house? \_\_\_\_\_ sq. ft

*If you don't know the area of your house, the county assessor usually has this information, and it may appear on your property tax statement.*

### What is the total area you use for business?

Area in your home or attached garage **used for business** \_\_\_\_\_ sq. ft

Area in a **separate building** on your property \_\_\_\_\_ sq. ft

### If your business is a daycare, please answer the following:

Area in your home or attached garage used for **daycare** \_\_\_\_\_ sq. ft

If you used your home for **daycare**, how many hours during the year did you use the space for daycare? \_\_\_\_\_ hrs

**Please list your home office expenses below. If you did not use your home office for the entire year, please only include expenses for the time you did use your home office.**

Utilities (not telephone)	\$ _____	Insurance	\$ _____
Security system	\$ _____	Mortgage Interest	\$ _____
Lawn care	\$ _____	PMI ( <i>Mortgage Insurance</i> )	\$ _____
Cleaning service	\$ _____	Property Taxes	\$ _____
Trash service	\$ _____	Rent	\$ _____
Repairs & Maintenance	\$ _____	Casualty losses	\$ _____

*If you had a theft loss or your home was damaged, and your insurance did not cover all of your damage, you may be eligible to deduct a casualty loss. Please let us know if you think this applies to you.*

If you have expenses that don't fit in one of these categories, list those expenses on a separate sheet. If you aren't sure what category to use, give a description for each item. **Do not use "Miscellaneous."**

See Other Side for General Information Summary