

**HOME OFFICE WORKSHEET**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TAX YEAR** \_\_\_\_\_

If you are an employee, is the home being used for work for the employer's convenience? Y N

**Part I Percentage of Home Used Exclusively For Business:**

- 1. Square Area of Space Used Exclusively For Business \_\_\_\_\_
- 2. Total Square Area of Home \_\_\_\_\_
- 3. % of Home Used For Business (divide line 1 by line 2) \_\_\_\_\_ %
  - Child care providers complete lines 4 thru 7 before going to Part II.
  - All others skip lines 4 thru 6, enter line 3 percentage on line 7, and continue to Part II.
- 4. Total hours your home was used for child care  
(# of days used x # of hours used per day) \_\_\_\_\_
- 5. Total hours your home was available for all uses  
(usually 365 days X 24 hours per day = 8760 hours) \_\_\_\_\_
- 6. Divide line 4 by line 5. (enter in decimal form) \_\_\_\_\_
- 7. Adjusted business % of home use (line 6 X line 3) \_\_\_\_\_ %

**PART II Qualifying Home Expenses:**

DIRECT EXP      INDIRECT EXP

- 1. Mortgage Interest      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 2. Mortgage Insurance      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 3. Real Estate Taxes      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 4. Home Insurance      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 5. Rents      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 6. Repairs & Maintenance      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 7. Utilities (electric, gas, water, etc.)      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 8. \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 9. \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 10. \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_
- 11. Prior year carryover of office expense      \$ \_\_\_\_\_

**PART III Depreciation of Your Home:**

- 1. Basis of your home (original cost plus improvements)      \$ \_\_\_\_\_
- 2. Value of land (amount will be deducted from basis)      \$ \_\_\_\_\_

**HOME OFFICE IMPROVEMENTS, BLDGS. EQUIPMENT, ETC. PURCHASED**

<i>Item (Description)</i>	<i>Date Purchased</i>	<i>Cost</i>	<i>Date Sold</i>	<i>Sale Price</i>