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### OFFICE IN HOME WORKSHEET

Tax Year: \_\_\_\_\_ Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Square Footage of Office/Workspace \_\_\_\_\_

Square Footage of House/Apartment \* \_\_\_\_\_

\* Include basement, garage if used for office or storage

If area used Part-Time for business, total hours/day used part-time \_\_\_\_\_

#### **DIRECT EXPENSES ON YOUR SPACE AMOUNT**

Repairs- Paint, etc \_\_\_\_\_

Added for Office Use- Wiring, phone lines, cable \_\_\_\_\_

#### **IF YOU RENT YOUR HOME**

Rent \_\_\_\_\_

Renter's Insurance \_\_\_\_\_

#### **IF YOU OWN YOUR HOME:**

Mortgage Interest- Attach Form 1098 \_\_\_\_\_

Mortgage Insurance \_\_\_\_\_

Real Estate Taxes-attach Tax Statement \_\_\_\_\_

Casualty Losses \_\_\_\_\_

Homeowners Insurance \_\_\_\_\_

#### **IF YOU RENT OR OWN YOUR HOME:**

Utilities-Water \_\_\_\_\_

Utilities- Heat \_\_\_\_\_

Utilities-Power \_\_\_\_\_

Utilities- Garbage \_\_\_\_\_

Repairs & Maintenance- including cleaning \_\_\_\_\_

When did you start using your home for business? \_\_\_\_\_

Value of the structures at that time? \_\_\_\_\_

Value of the land at that time? \_\_\_\_\_

\*\* If new purchase, please attach closing documents

Did you do any major remodeling or improvements to your home? \_\_\_\_\_

If so, please describe and provide cost. \_\_\_\_\_

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