



HOME OFFICE DEDUCTION WORKSHEET: _____ tax year

(Mac Users) - You must print & manually complete this worksheet. You cannot use the "Fill-In" Feature
(Those Able to Use "Fill-In" Feature) - Before completing, save the file to your computer with a new name

BUSINESS INFORMATION:

Owner's Last Name, First Name	
Business Name <i>(if applicable)</i>	
Business Profession <i>(product/service description)</i>	

HOME OFFICE SQUARE FOOT INFO *(see pg 2 of this checklist to see if a home office applies to you):*

Total Home Area <i>(sq. ft.)</i>		Home Office Area <i>(sq. ft.)</i>	
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HOME OFFICE EXPENSE INFO *(enter annual amounts):*

<u>Expense Description</u>	<u>Only Home Office (direct expense)</u>	<u>Whole Home (indirect expense)</u>
Home Insurance		\$
Rent Paid		\$
Repairs & Maintenance	\$	\$
Cleaning	\$	\$
Utilities	\$	\$
Other _____	\$	\$



HOME OFFICE DEDUCTION WORKSHEET (continued):

Figure A. **Can You Deduct Business Use of the Home Expenses?** Do not use this chart if you use your home for the storage of inventory or product samples, or to operate a daycare facility. See *Exceptions to Exclusive Use*, earlier, and *Daycare Facility*, later.

