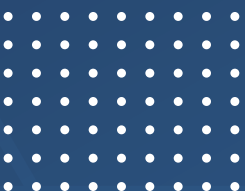


# HOME OFFICE DEDUCTION WORKSHEET



To deduct expenses for the business use of your home:

- It must be your principal place of business for your trade or business
- The area you use is used exclusively and regularly and for no other purpose than your business
- You have no other fixed location where you conduct substantial administrative activities. (In other words, you cannot claim a home office deduction if you occasionally work from home, but otherwise have an office at your employer’s place of business.)

There are two ways to claim the Home Office Deduction, either by a percentage of actual expenses or by the IRS accepted “Safe Harbor” method.

Safe Harbor Method: \_\_\_\_\_ X \$5.00 per square foot

Square Feet

Maximum Deduction Allowed \$1,500.00

Actual Expenses Method:

- Total Area of Home (in square feet) \_\_\_\_\_
- Area of home used exclusively as Home Office (in square feet) \_\_\_\_\_

Direct Expenses: (benefits Only the Home Office)

Repairs & Painting	_____
Casualty Losses	_____
Other	_____

Indirect Expenses: (benefits the entire home/apartment)

Repairs, Supplies, Painting, Maintenance	_____
Casualty Losses	_____
Gas and Electricity	_____
Water and Sewage	_____
Garbage/ Yard/Lawn	_____
Security System and Upkeep	_____
Insurance	_____
Cleaning	_____
Rent	_____
H O A Dues	_____
Other	_____
Other	_____

Note: If you rent please furnish the total square footage of your apartment/house \_\_\_\_\_  
And the square feet used exclusively and regularly for business \_\_\_\_\_

**If you own your home please furnish the following:**

Cost of home (including land) \_\_\_\_\_  
Settlement costs to purchase home \_\_\_\_\_  
Value of the land (as a percentage of the cost of the home) \_\_\_\_\_  
Improvements to home \_\_\_\_\_  
Total square footage of your Condo/House \_\_\_\_\_  
The square feet used exclusively and regularly for business \_\_\_\_\_

**If you have financed your condo/home please attach a copy of your Mortgage Institutions Form 1098 so that we can compute deduction for mortgage interest, real estate taxes, etc.**

**\*Note**

If you choose the "Actual Expense Method" and own your own home you will have depreciation in addition to all the expenses listed above. However, if in any future year you sell your house all allowed or allowable depreciation deducted in prior years must be recaptured as income.

If you choose the "Safe Harbor Method" you are not required to recapture depreciation.