

# Home Office Deduction Worksheet

Name of Business (If Applicable)

Do you have a room or separately identifiable space that is used exclusively for your business?	Yes	No
Is this room/area the principal place of business?	Yes	No
Is this space used exclusively for business purposes?	Yes	No
Is this space used regularly for your business?	Yes	No

If you answered "Yes" to all the questions above, please fill out the rest of this worksheet.

What is the square footage of this room/area?	
What is the total square footage of the home?	
Other notes	
Other notes	

EXPENSES FOR YOUR PRIMARY HOME USED AS HOME OFFICE		DIRECT EXPENSES*	INDIRECT EXPENSES**
Total Rents Paid			
Total Mortgage Interest Paid			
Total Insurance Expense			
Total Real Estate Taxes			
Total Homeowners Association			
Cleaning & Maintenance			
Repairs			
Utilities			
Internet			
*** Telephone			
Security			
Others:			
TOTAL EXPENSES			

\*Direct Expenses benefit the business part of your home. Example: cost of painting or repairs made to the specific area or room used for business, installation of a bookshelf, etc.

\*\* Indirect Expenses are required for keeping up and running your entire home. Examples include your utility bills, mortgage interest or rent, insurance, HOA, real estate taxes, repairs, pest control, trash removal, security, and maintenance.

\*\*\*Phone: If you have one phone line in your home, the monthly charge for that phone line is not deductible, but long-distance business calls from that line are considered to be a direct expense. If you put a second line in your house that you use regularly and exclusively for the business, you can deduct the expenses for that line as a direct expense.