

Home Office Worksheet

Taxpayer Name: _____ Tax Year: _____

A home office is defined as an area that is used **regularly and exclusively** for business purposes. Maintain records to substantiate your amounts.

Two methods are available for the deduction:

1. Simplified Method- Standard deduction of \$5/square foot of home used for business. Please complete only Square Feet information.
2. Actual Expense Method- You must retain receipts.

Description	Amount
<i>Complete this section for either method used.</i>	
Square Feet or Size of Office	
Total Square Feet of Home	
<i>For Actual Expense Method, complete the below items that apply.</i>	
Home Expenses paid:	
Mortgage Interest (provide Form 1098)	
Real Estate Tax	
Insurance	
Housekeeping	
HOA fees	
Rent, if not owned	
Repairs	
Security	
Lawn Care/Landscaping	
Utilities-	
Electric	
Gas/Propane	
Internet	
Other: List	

I understand the requirements for claiming a deduction for the home office and hereby certify that I have maintained the required documentation of the above expenses.

Signature: _____