

1. Business Activity:

- Home office relates to which business _____

2. Determine the Business Usage

- Square footage of the home office _____
- Square footage of the home _____
- For Childcare business, average # of hours of operation per week _____

3. Household Expenses (Indirect):

- Mortgage Interest \$ _____
- Real Estate Taxes \$ _____
- Home Insurance \$ _____
- Repairs & Maintenance \$ _____
- Association Dues (HOA) \$ _____
- Utilities
 - » Gas & Electric \$ _____
 - » Cable \$ _____
 - » Water \$ _____
 - » Trash/Sewer \$ _____
 - » Landscaping \$ _____
- Rent \$ _____

4. Direct Office Expenses (100% Business):

- Utilities \$ _____
- Maintenance \$ _____
- Insurance \$ _____
- Property Taxes \$ _____

I understand this worksheet provides a way for me to organize my deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is deductible. Tax regulations change often and specific circumstances may determine whether or not any item is relevant to my situation. This worksheet cannot substitute for tax knowledge or professional tax advice.