



HOME OFFICE WORKSHEET

Client Name _____ Location of Office _____

NOTE: The Home Office Deduction is no longer allowed for W2 employees as an itemized deduction. This worksheet is for self-employed individuals only.

Please answer the following questions.

- 1. Do you have a separate dedicated office space in your home? Yes No
- 2. Is the Office used "**Exclusively**" AND "**Regularly**" for the business? Yes No
- 3. Please complete the following for each office you had during the year.
 - a. Date first used this specific office space for business. _____
 - b. Date stopped using this specific office for business (if still using - enter 12/31) _____
 - c. Square footage of entire House/Apartment. _____
 - d. Square footage of office space used for the business. _____
 - e. Do you own the home or rent? Own Rent

Beginning in 2013, you may elect to use the IRS Simplified Home Office deduction

If you choose the Simplified method, the deduction is a Flat \$5 per square foot of office space (maximum of 300 sq ft office or total of \$1500). No home depreciation or recapture is required.

Would you like to use the Simplified Method. If Yes, stop here. If no, continue. Yes No

f. Expenses (please enter 100% of expenses for the entire home/apt)

If partial-year, then enter the total expense for the period of specific office use.

For example, if moved in Feb 1st and had business office in new residence, then enter only 11 months of expenses for the new office. Any prior office, if qualified would be entered on separate sheet for the 1 month. This is necessary since the house and office square footage would be different as well as the monthly expenses.

Enter actual amounts paid, not "escrowed" during the year.

Rent	_____
Mortgage Interest (not payments)	_____
Real Estate Taxes	_____
Home or Renters Insurance	_____
Utilities (not phone)	_____
Repairs and Maintenance	_____
HOA Dues	_____
Internet	_____
Other expenses (please explain)	_____
_____	_____
_____	_____
_____	_____