

## Home Office Worksheet

The purpose of this worksheet is to help you organize your tax deductible home office expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

General Information for Home Office Use	
Square Footage of Office	
Total Square Footage of Home	
Purchase Price of Home	
Cost of Improvements	
Date Purchased	
Date Business Use Began	

Expenses			
Total Mortgage Interest (100%)		Rent	
Property Taxes (100%)		Utilities	
Home or Renter's Insurance		Other	
Home Repairs/Maintenance			
Office Repairs/Maintenance			

Improvements Placed in Service this Year Only		
Improvements to Home or Office	Date	Cost

I hereby acknowledge that I have prepared this schedule, and I confirm that I have proper records and receipts to support all of the amounts provided.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date