

# Home Office/Business Use of Home 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

What is the square footage of room/area used exclusively for your business?

What is the total square footage of the home?

**EXPENSES FOR YOUR PRIMARY HOME USED AS HOME OFFICE/FOR BUSINESS**

**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.