

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.