

HOME OFFICE WORKSHEET - TAX YEAR: _____

TAXPAYER NAME: _____

Address of Home Office: _____

Date First used as a Home Office: _____

Last Date Used as Home Office, if Discontinued: _____

Square Footage of Home Office _____

Square Footage of Home _____

If Your Own Your Home, Basis of Property:

Purchase Amount _____

(Please include a copy of your closing summary or HUD-1 Form)

Capital Improvement to Home Office _____

Date Completed: _____

Capital Improvement to Residence _____

Date Completed: _____

If you have a depreciation schedule from the prior year, please include a copy

Expenses:

Mortgage Interest _____

(please include a copy of any 1098 you received)

Real Estate Taxes Paid _____

Rent _____

Cleaning & Repairs _____

Property Insurance _____

Heat _____

Electricity _____

Trash _____

Security System _____

Other: _____

Other: _____

Other: _____

Total Expenses _____

I hereby verify that the information provided on this worksheet is accurate and complete. I understand it is my sole responsibility and my continuing obligation to include any and all information concerning deductions and other information necessary for the preparation of my personal income tax return. I have not overstated these deductions and acknowledge that false information on a tax return could constitute a federal crime.

Signature _____ Date _____