



Name: _____

Home Office
(Business owners only)

Home Information

Total square footage of home _____
 Square footage used **regularly & exclusively*** for business _____

* **Regular** use = Home office is used to meet with clients and/or conduct administrative work for the business if no other space is available for management/administrative work (e.g. hairstylist rents a booth for work but conducts all bookkeeping, marketing, and administrative work at home office).

* **Exclusive** use = Home office is used 100% for business – no personal use of space.

Simplified Method available for sole proprietorships (Schedule C filers):

The IRS allows taxpayers who meet the regular & exclusive tests for a home office to deduct \$5 per square foot (up to 300 SQF for a maximum of \$1,500) with no required substantiation or expense tracking.

Would you like to use the simplified method? _____ Yes _____ No

If you answered “No” to the simplified method OR if your business is a partnership or S corporation and you have home office expenses that you would like to deduct, please complete the “Expenses” section below.

Expenses (Please provide total amounts paid and we will calculate the deductible portion)

Mortgage interest (Form 1098)	_____
Real Estate Taxes	_____
Insurance	_____
Rent	_____
Repairs & Maintenance	_____
Utilities (Gas, electric, water, trash)	_____
Other indirect expenses (e.g. HOA fees)	_____
_____	_____
_____	_____

Phone and internet expenses should be included on “Sch C Small Business” form.

Direct expenses, such as new carpet in home office

_____	_____
_____	_____
_____	_____