



## HOME OFFICE WORKSHEET

Please include this completed worksheet with your other tax information.

E-mail: [eleonor@code-4tax.com](mailto:eleonor@code-4tax.com) Fax: 877-794-9998

In order to qualify to claim a home office deduction, you must meet the following criteria:

1. You have a dedicated office space. It does not have to be a full room, as long as the area is a clearly dedicated for office usage. The guideline states the office must be "regularly and exclusively" used for business, so it cannot be the dining table that is cleared away to use for meals when not working, for example.
2. If you are an employee (pay reported via W-2), then you must be required (not just allowed) by your employer to work from home. Your working from home must be for your employer's convenience, not your own convenience with the employer's approval.

Please provide the following information to calculate your home office deduction:

Square footage of your office space: \_\_\_\_\_ Square footage of your home: \_\_\_\_\_

Date the home office usage began: \_\_\_\_\_

### INDIRECT EXPENSES:

Please indicate whether the following are ANNUAL or PER MONTH amounts.

Mortgage Interest paid: (from your 1098 form)	_____	
Property taxes paid:	_____	
Rent paid:	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Home/Renter's insurance paid:	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Utilities:		
Electricity	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Water	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Gas	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Trash	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Other expenses:		
HOA	_____ monthly <input type="radio"/>	annually <input type="radio"/>
House cleaner	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Security	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Pest control	_____ monthly <input type="radio"/>	annually <input type="radio"/>
Other: _____	_____ monthly <input type="radio"/>	annually <input type="radio"/>

### DIRECT EXPENSES:

If you had to spend money to set up, equip or repair your home office space, please indicate here:

Repairs	_____	Furniture	_____
Equipment	_____	Office supplies	_____
Other	_____		
	_____		