

Home Office Deductions — Worksheet

Name of Business: _____

QUALIFICATION QUESTIONS

YES NO

Is this room/area the principal place of business?

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Is this space used regularly for business purposes?

☐
☐

Is this space used exclusively for business purposes?

☐
☐

QUALIFICATION QUESTIONS

What is the square footage of this room/area? _____

What is the total square footage of the home? _____

How many rooms are used as your home office? _____

What is the total number of rooms in your home? _____

EXPENSE DEFINITIONS

Direct expenses benefit the business part of your home (e.g., painting/repairs to the specific area, installation of bookshelves). Indirect expenses cover keeping your entire home running (e.g., utility bills, mortgage interest or rent, HOA dues, real estate taxes, pest control, security system, or maintenance).

Expense Description	Direct (\$)	Indirect (\$)
Total Rents Paid		
Total Mortgage Interest Paid		
Total Insurance Expense		
Total Real Estate Taxes		
Total Homeowners Association		
Maintenance		
Repairs		
Utilities		
Internet		
Security		
Pest Control		
House Cleaning		
TOTAL		