



RESOLVED

TAXES & BOOKKEEPING, LLC

HOME OFFICE WORKSHEET: _____ tax year

STEP 1: Understand IRS rules on Home Office deduction eligibility

- A home office area must be used exclusively & regularly for business. A valid home office is used routinely for work and can't also have any personal use (i.e. - spare bedroom used for work & guest stays does NOT qualify).
- Home office space must be a separate identifiable space, but it does NOT necessarily need to be marked off by a permanent partition (i.e. - room with four walls and a door).

STEP 2: Complete sections below, as follows

- If you have multiple home offices (i.e. - you moved mid-year), use a separate worksheet for each home office.
- If multiple businesses/taxpayers share the same home office listed on this sheet, allocate % share below.
- Enter full home expense figures using annual amounts. We'll calculate home office portion figures for you.
- **Direct = specifically for home office only. ***Indirect = on whole home (i.e. - insurance on whole home)

HOME OFFICE CERTIFICATION:

I/We Certify Viewing Step 2 (above) in this Document Regarding Home Office Eligibility. Yes No

HOME OFFICE INFORMATION:

Property Address, City, State, Zip	
Home Office Start Date/End Date ("present" if still used)	/
Total Home Area (square feet)	
Home Office Area (square feet)	

BUSINESS(ES) THAT USE THIS HOME OFFICE:

BUSINESS #1:

BUSINESS #2:

Business Owner's Last Name, First Name		
Business Name (if applicable)		
Business Profession (product/service description)		
Business Allocation Percentage	%	%

HOME OFFICE EXPENSES:

DIRECT:

INDIRECT:

Home Insurance (hazard, flood, earthquake, liability, etc.)	\$	\$
Rent Paid (for renters only; do NOT include mortgages)	N/A	\$
Repairs/Maintenance	\$	\$
Utilities (gas, electric, water, trash, etc.**)	N/A	\$
House Cleaning / HOA Dues	N/A	\$ / \$

Any Assets/Equipment purchased directly for the home office only (ceiling fan installed in home office, etc.)? If yes...list date purchased, item description, cost:

** List internet/phone separately on business owner worksheet. Do NOT enter as utility on this Home Office sheet.

NOTES (if you'd like us to know any added info about the above sections):