

# Organizer

## Home Office

This worksheet is for (check one)

☐ Taxpayer ☐ Spouse

NAME (Taxpayer or Spouse) \_\_\_\_\_

1-person per worksheet

TAX YEAR: \_\_\_\_\_

1-business per worksheet

BUSINESS (for this worksheet) \_\_\_\_\_

If you use part of your home for business, you may be able to deduct expenses for the business use of your home. The home office deduction is available for homeowners and renters and applies to all types of homes.

For more information, see IRS Publication 587

### 1. Regular and Exclusive Use

You must **REGULARLY** use part of your home **EXCLUSIVELY** for conducting business

### 2. Principal Place of Your Business

It must be your primary place of business. If you have another office or location where you conduct your business, you may still be able to take a Home Office expense; discuss this with your tax preparer.

*NOTE: Beginning with 2013 tax returns (filed in 2014), the IRS has added a SIMPLIFIED OPTION for calculating a home office deduction. Both the SIMPLIFIED OPTION and the REGULAR METHOD require the calculation of square footage of the entire house / apartment and of that total square footage, what is the square footage of space dedicated to the REGULAR and EXCLUSIVE use for conducting your business. Though a SIMPLIFIED OPTION, this new classification comes with restrictions that may not be as beneficial to you as the REGULAR METHOD.*

### **REQUIRED** (regardless of method used for Home Office deduction)


TOTAL SQUARE FOOTAGE OF ENTIRE HOME / APARTMENT

TOTAL SQUARE FOOTAGE OF HOME / APARTMENT USED REGULARLY & EXCLUSIVELY FOR BUSINESS (including storage space in home/apt used for business)

\$	RENT* (If you own your house, see note)
YEARLY TOTAL	
\$	UTILITIES - GAS, ELECTRIC, WATER, TRASH
YEARLY TOTAL	
\$	INSURANCE
YEARLY TOTAL	
\$	HOA & OTHER ASSOCIATION-TYPE FEES
YEARLY TOTAL	
\$	ALARM, PARKING PERMITS, ETC.
YEARLY TOTAL	

\$	DIRECT REPAIRS & MAINTENANCE (solely for the benefit of the H/O)
YEARLY TOTAL	
\$	INDIRECT REPAIRS & MAINTENANCE (for the entire house/apt)
YEARLY TOTAL	
\$	OTHER: (explain)
YEARLY TOTAL	
\$	OTHER: (explain)
YEARLY TOTAL	
\$	OTHER: (explain)
YEARLY TOTAL	

**>>>> Please provide YEARLY totals <<<<**

If you had more than 1 location for Home Office (because you lived in more than 1 place during the year), please fill out a Home Office worksheet for each location and indicate how many months at that location.

\*If you own your home, do not enter an amount for RENT; your 1098 Mortgage Interest Statement(s) & your Property Taxes will provide the necessary information.