

**2009**

**Home Office Worksheet**

**General Information**

Principal business or profession \_\_\_\_\_

Taxpayer/Spouse/Joint \_\_\_\_\_

**Business Use of Home**

Date Home Acquired \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Cost of Improvements \$ \_\_\_\_\_  
(prior to 2009)

Cost of Land \$ \_\_\_\_\_

Square Footage of Home \_\_\_\_\_

**Day Care Only:**

Square Footage Used For Office \_\_\_\_\_

Number of days children  
were in your care \_\_\_\_\_

Type of Office Use \_\_\_\_\_  
(e.g. admin, meet with clients, sales, storage)

Number of hours per day, \_\_\_\_\_

OR

Office used exclusively for business?  Yes  No

Total hours for the year \_\_\_\_\_

If No, explain \_\_\_\_\_

**Improvements in 2009**

Improvement Description	Date	Cost	Direct	Indirect

**Home Office Expenses**

List as direct expenses any expenses that are attributable only to the business part of your home. List as indirect expenses any expenses that are attributable to the overall upkeep and running of your home.

	Direct	Indirect		Direct	Indirect
Rent Paid (If you are a renter)			Garbage Removal		
Real Estate Taxes			Repairs/Maintenance		
Insurance – General			Internet Access		
Insurance – Business Rider			Cable TV (day care only)		
Utilities: Heat/Fuel			Other Expense (please list):		
Electric					
Water/Sewer					
Mortgage Interest (from 1098)					