



BUSINESS USE OF HOME INFORMATION SHEET

CLIENT NAME: _____ DATE: _____

BUSINESS THIS USE APPLIES TO: _____

To properly complete your tax return, we need the following information about business-related usage of your home. Please complete one sheet for each business that you've allocated space to in your home. Your preparer will also ask you certain "due diligence" questions concerning this documentation.

Address of home: _____

Business Use Area (Sq. Ft.): _____

Total Area of Home (Sq. Ft.): _____

Day Care Providers Only	
Total hours used for daycare:	_____
Total hours available (if not 8,760):	_____

Indirect expenses: Indirect expenses for business use of home represent expenses that apply to the entire house. For example, the home's entire mortgage, or property taxes. In general, we want these total figures. Please don't calculate the ratio of business to non-business expenses; we do this as part of our normal procedures.

Add up each category for the period used for business only. If your business operated in your home the entire year, add up the entire year's worth of expenses. If it operated from – for example – September to December only, then add up the expenses for those months only.

Direct expenses: Direct expenses for business use of home are not as common as indirect expenses. They are expenses explicitly required for the home office. They might include a Home Office Rider on your homeowner's insurance, utilities on separate meters, and repairs/ maintenance expenses specifically carried out for the benefit of the home business.

	Indirect expenses	Direct expenses		Indirect expenses	Direct expenses
Mortgage interest:	\$ _____	\$ _____	Rent (if not owned)	\$ _____	\$ _____
Property taxes:	\$ _____	\$ _____	Insurance:	\$ _____	\$ _____
Repairs/Maintenance:	\$ _____	\$ _____	Monitored security:	\$ _____	\$ _____
Professional cleaning:	\$ _____	\$ _____	Miscellaneous:	\$ _____	\$ _____

Utilities – Please combine gas, electric, water/sewer and garbage into one figure

Utilities: \$ _____ \$ _____

Depreciation

If available, please bring your HUD Closing Statement from the original purchase of the home. "Remodeling" means expenses to substantially alter the property, such as a full kitchen remodel, new roof, or the addition of a room or wing. Maintenance, such as painting, cleaning, normal landscaping, etc., do not qualify.

Date home was purchased: _____ Date home first used for business: _____

Price paid for home: \$ _____ Subsequent Remodeling Investments: \$ _____

Total amount of depreciation on house claimed in prior tax returns: \$ _____