



### 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.): \_\_\_\_\_

<b>Day Care Providers Only</b>
Total hours facility used: _____
Total hours available (if not 8,760): _____

**Indirect expenses:** 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.

Homeowner's Insurance: \$ \_\_\_\_\_ Rent (if not owned): \$ \_\_\_\_\_ Repairs/Maintenance: \$ \_\_\_\_\_

Utilities, combined: \$ \_\_\_\_\_ Miscellaneous: \$ \_\_\_\_\_ Other indirect expenses: \$ \_\_\_\_\_

Utilities typically include electricity, gas, water, sewer, and garbage collection. "Miscellaneous" typically includes cleaning supplies, yard chemicals, pool chemicals, etc. "Other indirect expenses" typically include paid yard and pool maintenance, paid housekeeping, monitored security service, etc.

**Direct expenses:** add up amounts you spent directly on your home making it suitable for your home business. Direct costs 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.

Insurance: \$ \_\_\_\_\_ Repairs/Maintenance: \$ \_\_\_\_\_ Utilities, combined: \$ \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_ Other direct expenses: \$ \_\_\_\_\_

#### Depreciation

Date home was purchased: \_\_\_\_\_ Date home first used for business: \_\_\_\_\_

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

Land value of original purchase: \$ \_\_\_\_\_ Remodeling Explicitly for Home Business Purposes: \$ \_\_\_\_\_

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

#### Allocation

If more than one business is being operated from this home, what percentage of business use of the home should be ascribed to THIS business: \_\_\_\_\_ %