



# Family TAX OFFICE

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## BUSINESS USE OF HOME CHECKLIST

START UP DATE: \_\_\_\_\_

TOTAL SQUARE FEET OF AREA USED FOR BUSINESS \_\_\_\_\_

*(This area MUST be used exclusively for business such as an office, not a part of common living space. Or you cannot take the business use of home deductions)*

TOTAL SQUARE FEET OF HOME \_\_\_\_\_

*Indirect Expenses will be portioned to the home office business use percentage so please indicate FULL amounts of the following:*

RENT \_\_\_\_\_ (if you do not own your home)

MORTGAGE INTEREST \_\_\_\_\_ Purchase date \_\_\_\_\_ cost \_\_\_\_\_

REAL ESTATE TAXES \_\_\_\_\_

INSURANCE \_\_\_\_\_

REPAIRS AND MAINTENANCE OF OFFICE ONLY \_\_\_\_\_

CASULTY LOSSES \_\_\_\_\_

### UTILITIES:

Gas: \_\_\_\_\_

Electric: \_\_\_\_\_

Water: \_\_\_\_\_

Sewer: \_\_\_\_\_

Trash: \_\_\_\_\_

Internet: \_\_\_\_\_

Gardener: \_\_\_\_\_ *(this deduction is ONLY allowed for entrance area to your home office if you see clients at your home office)*

OTHER EXPENSES \_\_\_\_\_

QUESTIONS TO ASK YOUR TAX PROFESSIONAL?

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