

HOME OFFICE ORGANIZER

An in-home office must be used exclusively and regularly for business purposes. This deduction is available only to self-employed taxpayers whose home office is their primary place of business. There are limited exceptions to the primary place requirement.

If you are a first-time client and previously claimed a home office, we need to collect the **prior year depreciation schedule**. This may require you to contact your prior preparer.

My home office at _____ (street address) qualifies.

Signature: _____

Annual Information Required:

a. _____
b. _____

- | | |
|--|----------|
| 2. Rent paid (if renting) | \$ _____ |
| 3. Real Estate Taxes Paid | \$ _____ |
| 4. Homeowner's/Renter's Insurance Paid | \$ _____ |
| 5. Repairs & Maintenance Paid | \$ _____ |
| 6. Homeowner's Association (HOA) Dues Paid | \$ _____ |
| 7. Utilities Paid: | |
| a. Electricity | \$ _____ |
| b. Gas | \$ _____ |
| c. Sewer & Trash | \$ _____ |
| d. Water | \$ _____ |
| e. Telephone | \$ _____ |
| (do not include the cost of the first land line into the home) | |
| f. Internet | \$ _____ |
| g. Cell Phone (business use portion only) | \$ _____ |

Setup and Home Purchase Information: (For first time users or changes only)

1. Square Footage of 100% Dedicated Space: _____ sq ft / Total: _____ sq ft
 2. Date the home began to function as an in home office: _____
 3. What is your cost in the home \$ _____
(purchase price + closing costs + major improvements since purchase)