



*The path for a better business  
and a better life*

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### HOME OFFICE QUESTIONNAIRE

To qualify for an office in home deduction, the area must be used exclusively for business purposes on a regular basis in connection with your employer's business and for your employer's convenience. If you are self-employed, it must be your principal place of business or you must be able to show that income is actually produced there. If business use of home relates to daycare, provide total hours of business operation for the year.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Business/Activity for which you have a home office	Total square footage of the house	Total square footage of business portion	Business percentage	Tax Year

#### I. DEPRECIATION

	Date Placed in Service	Cost/Basis	Method	Life	Prior Depreciation
House					
Land					
Total Purchase Price					
Improvements (Provide details)					

#### II. EXPENSES TO BE PRORATED:

Mortgage interest \_\_\_\_\_  
 Real estate taxes \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Property insurance \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Other expenses – itemize \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### III. EXPENSES THAT APPLY DIRECTLY TO HOME OFFICE:

Telephone \_\_\_\_\_  
 Maintenance \_\_\_\_\_  
 Other expenses – itemize \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_