

# HOME OFFICE ORGANIZER

\*\*(ONLY ENTER DATA IN THE BLUE BOXES)\*\*



Company Name

IS THIS ROOM OR SEPARATELY IDENTIFIABLE SPACE EXCLUSIVELY USED FOR YOUR BUSINESS?

IS THIS ROOM/AREA THE PRINCIPAL PLACE OF BUSINESS?

IS THIS SPACE USED REGULARLY FOR YOUR BUSINESS?

YES	NO

IF YOU ANSWERED YES TO ALL THE QUESTIONS ABOVE, PLEASE COMPLETE THE REST OF THE WORKSHEET.

## DIRECT EXPENSES <sup>1</sup>

CLEANING/MAINT	
REPAIRS	
OTHER EXPENSES	
OTHER EXPENSES	
OTHER EXPENSES	

### Square Footage Details

	TOTAL House Square Ft	Total House Sq Ft.			
Office Dimensions	<table style="display: inline-table; border: 1px solid black;"> <tr> <td style="padding: 5px;">FT</td> <td style="padding: 5px;">x</td> <td style="padding: 5px;">FT</td> </tr> </table>	FT	x	FT	=
FT	x	FT			
	Total Office Sq Ft.				
	Office % of House				

## INDIRECT EXPENSES <sup>2</sup>

SECURITY/ALARM/CAMERAS	
ELECTRIC	
GAS	
OIL	
WATER	
INTERNET	
CELL PHONE	
HOAs	
LANDLINE <sup>3</sup>	
HOME OWNERS INSURANCE	
MORTGAGE INTEREST <sup>4</sup>	
RENT	
PROPERTY TAXES <sup>4</sup>	
OTHER EXPENSES	
OTHER EXPENSES	
OTHER EXPENSES	

### Additional Notes from Client


### OFFICIAL USE ONLY (CLIENT IGNORE)


What percentage of your internet is used for Business?

What percentage of your cell phone is used for Business?

<sup>1</sup> **Direct Expenses** benefit the business part of your home. Example: Cost of painting or repairs made to the specific area or room used for business.

<sup>2</sup> **Indirect Expenses** are required for keeping your entire home up and running. Please enter the total paid for entire house.

<sup>3</sup> If you have one phone line in your home, the monthly charge for that phone line is not deductible, but long-distance business calls from that line are considered to be a direct expense. If you put a second line in your house that you use regularly and exclusively for the business, you can deduct the expenses for that line as a direct expense.

<sup>4</sup> Deduction cannot be taken again if client itemizes.