

**Business use of Home:**      Tax Year \_\_\_\_\_

# Advisor Tax Services

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**      In order for business use of home expenses to be deductible, the space must be used **regularly and exclusively** as your principal place of business. No TV, sofa, video games or other personal use items should be located in the area.

Take a picture of your business or office space and keep in your records.

If you own the property and this is the first year for business use of home, provide the following:

Purchase cost of property \_\_\_\_\_ Date of purchase \_\_\_\_\_

Cost of improvements \_\_\_\_\_ (only those that apply to space used)

Date started using for business \_\_\_\_\_

% of property value that is land \_\_\_\_\_

(You can get this from your town's lister. Ask for a copy of the assessment or CAMA report)

Area of your business or office space in square feet ? \_\_\_\_\_

Area of your home's total living space in square feet? \_\_\_\_\_

A portion of the following expenses may be deductible from your business income:

(enter total costs for **entire home**, then the % business use square foot ratio will be calculated)

Mortgage interest \_\_\_\_\_

Property taxes \_\_\_\_\_

Utilities:

Heat \_\_\_\_\_

Electric \_\_\_\_\_

Water & Sewer \_\_\_\_\_

Water heater rental \_\_\_\_\_

Rent \_\_\_\_\_

Property insurance \_\_\_\_\_

Home repairs \_\_\_\_\_ (indicate what is specific to office area)

Maintenance (i.e. furnace) \_\_\_\_\_

Trash removal \_\_\_\_\_

Snow plowing \_\_\_\_\_

Security system \_\_\_\_\_

Homeowner's assoc./condo fees \_\_\_\_\_

Lawn care/landscaping \_\_\_\_\_ (deductible in limited cases)

Internet service \_\_\_\_\_ (only business use %)

Telephone \_\_\_\_\_

(Note: The basic fee for a primary line is **never** deductible, even if used for business; long distance calls and fees for additional lines are deductible only if used for business)

Other expenses may be deductible. Please request our Business Income/Expense Organizer.