

Name: \_\_\_\_\_  
Print Name

Tax Year: \_\_\_\_\_

**Home Dimensions**

Total area of home ..... \_\_\_\_\_ sq ft  
 Area of home used exclusively for business ..... \_\_\_\_\_ sq ft  
 Number of months used for business purposes. .... \_\_\_\_\_ months  
 How many hours did you or your spouse devote to the business ..... Full time  (or) # of hrs \_\_\_\_\_

Indirect Business Expenses (home)	Annual Cost
Mortgage interest .....	\$ _____
Rent Paid (if you rent) .....	\$ _____
Real estate taxes .....	\$ _____
Casualty losses .....	\$ _____
Home owners insurance .....	\$ _____
Repairs and maintenance.....	\$ _____
Utilities:	
▪ Electricity .....	\$ _____
▪ Natural gas or heating fuel .....	\$ _____
▪ Trash.....	\$ _____
▪ Water.....	\$ _____

**Additional Information or Questions**

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**Direct Business Expenses**

Repairs and maintenance (new carpet, carpet cleaning, paint etc.) ..... \$ \_\_\_\_\_

**Total Business Expense: \$ \_\_\_\_\_**

**Signature is required to process this tax deduction**

I understand that to deduct these expenses my employer (if not self-employed) would agree that your home is your office for your job. You should retain all original receipts, checks, bank statement to support these deductions. I declare that the information I have provided to Nancy L Shoemake CPA, P.A. is to the best of my knowledge is true, correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date