

# Home Office Worksheet

(Year \_\_\_\_\_)

## General Information

Business Name: \_\_\_\_\_

Property Address: street \_\_\_\_\_

City \_\_\_\_\_ Prov/State \_\_\_\_\_ Post/Zip \_\_\_\_\_ Country \_\_\_\_\_

## Proration Details

Is this the first year using this space for work? \_\_\_\_\_ If yes, what was the start date \_\_\_\_\_

Square Footage of entire home \_\_\_\_\_ Square Footage of space used exclusively for work \_\_\_\_\_

Number of days worked in year \_\_\_\_\_ Number of days worked in Home Office \_\_\_\_\_

Is this a Daycare Business? \_\_\_\_\_

If yes, total number of Hours per day \_\_\_\_\_ Days per week \_\_\_\_\_ Weeks per year \_\_\_\_\_

Did you receive an allowance or reimbursement from your employer? \_\_\_\_\_ If yes, provide amount \_\_\_\_\_

## Expenses

CURRENCY _____	Current Year	Prior Year (If needed)
Heat		
Electricity		
Insurance		
Maintenance/Repairs		
Mortgage Interest		
Other Interest		
Rent		
Other (describe)		