



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)		