



C.A.T.S. Tax Service, Inc.

Enrolled Agents

OFFICE IN HOME WORKSHEET

Tax Information

Taxpayer

Tax Year

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Property Information

TOTAL SQUARE FOOTAGE OF PROPERTY

SQUARE FOOTAGE USED JUST FOR BUSINESS

Office in Home Expenses

TOTALS ARE FOR THE MONTHS YOU USED THE OFFICE EXCLUSIVELY FOR BUSINESS

ELECTRIC		PEST CONTROL	
WATER/SEWER		MAINTENANCE	
GAS		HOME INSURANCE	
GARDENER		OTHER (DESCRIBE)	
TOTAL AMOUNT PAID FOR RENT			

The home office deduction is to use part of your home as your principal place of business. You can't claim the home office deduction if you use the space for both business and personal purposes. Incidental or occasional use of the space for business doesn't count.