

Home Office Expense Statement

Use this form if any of the following apply to you:

You are self-employed (operate your own business) and use part of your home to conduct business or meet with clients OR you are an employee and **REQUIRED** as a condition of your job to work at home and have set aside space and resources for this purpose.

The space must be **EXCLUSIVE** business use (not mixed personal/business) and environmentally controlled (not just garage or storage space)

You MUST use YEARLY TOTALS for all expenses on this form.

Same home office space as last year OR provide the following info:

Total square footage of your home / apartment : _____

Area used for work / business purposes: : _____

If you operate a day care / child care center - specify your operating hours:

_____ hours per day, _____ days per week, _____ holidays per year

Mortgage Interest Paid - or - Rent Paid (check one) \$ _____

Property Taxes Paid \$ _____

Property / Renters Insurance \$ _____

Utilities - Gas & Electric \$ _____

Water \$ _____

Garbage \$ _____

Internet / TV \$ _____

Other (Specify) _____ \$ _____

Security Monitoring \$ _____

Maintenance and Repairs - specific to the work area \$ _____

Maintenance and Repairs - for general residence \$ _____

Other 1 (Specify) _____ \$ _____

Other 2 (Specify) _____ \$ _____

Other 3 (Specify) _____ \$ _____