Home office worksheet

For self-employed people who use part of their home regularly and only for business. We work out both methods and use the one that gives you more.

Does your space qualify?

Is the space used regularly for your business?	☐ Yes	☐ No
Is it used only for business, with no personal use?	☐ Yes	☐ No
Is it where you do most of your work, or where you handle the paperwork and scheduling?	☐ Yes	☐ No
Do you store inventory or product samples at home?	☐ Yes	☐ No

Measurements

Square feet used for business

Total square feet of the home

Months used this year

Date you began using the space for business

Do you own or rent?

Simple method

$5 for each square foot, up to 300 square feet. No home expenses to add up, and the most you can deduct is $1,500.

Square feet (300 at most) x $5 $

Actual expense method

Give the yearly total for the whole home. We apply your business share.

Expense	Whole home, year total $	Office only $
Rent		
Mortgage interest		
Real estate taxes		
Homeowner's or renter's insurance		
Electricity and gas		
Water, sewer and trash		
Internet		
Repairs and maintenance		
HOA or condo dues		
Security system		
Other:		

If you own the home

Needed to figure depreciation under the actual method.

Date bought

Purchase price

Value of the land

Improvements since

> Employees who work from home cannot take this deduction on a federal return; it is for the self-employed. If you sell a home after deducting depreciation, part of the gain can be taxed, which is one reason many people choose the simple method.