

**INDIVIDUAL TAX ORGANIZER (1040)**

**OFFICE IN HOME**

To qualify for an office in home deduction, the area must be used exclusively for business purposes on a regular basis in connection with your employer's business and for your employer's convenience. If you are self-employed, it must be your principal place of business or you must be able to show that income is actually produced there. If business use of home relates to daycare, provide total hours of business operation for the year.

Business or activity for which you have an office	Total area of the house (square feet)	Area of business portion (square feet)	Business percentage

**I. DEPRECIATION**

	Date Placed in Service	Cost/Basis	Method	Life	Prior Depreciation
House					
Land					
Total Purchase Price					
Improvements (Provide details)					

**II. EXPENSES TO BE PRORATED:**

Mortgage interest \_\_\_\_\_

Real estate taxes \_\_\_\_\_

Utilities \_\_\_\_\_

Property insurance \_\_\_\_\_

Other expenses - itemize \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. EXPENSES THAT APPLY DIRECTLY TO HOME OFFICE:**

Telephone \_\_\_\_\_

Maintenance \_\_\_\_\_

Other expenses - itemize \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_