

# Home Office Worksheet

<b>Business Use of Home.</b> Area of home must be <b>exclusively</b> used for business except for storage and Day Care.			
<b>All Entrepreneurs</b>		<b>For Day Care Businesses Only</b>	
Business use area (square footage)		Hours used for Day Care	
Total area of home including business use area (square footage)		Total hours in a year	8760 hrs

**Expenses. Enter below only the expenses paid during the period the home was used for business. Fill out a separate worksheet for each home used.**

	Whole House Expense	CCT USE ONLY Office Only		Whole House Expense	CCT USE ONLY Office Only
Mortgage Interest			Electricity		
Rent			Natural Gas		
Property Taxes			Water/Sewer		
Insurance (owner's or renter's)			Trash		
Repairs & Maintenance			Other:		

**Depreciation of the Home.** New Homeowners and/or new clients only.

Purchase Price		Fair Market Value at time converted to business use (if less than purchase)	
Value of land at time of purchase		Date Purchased Date Converted to Business Use	

**Prior Depreciation.** Fill out if the home is already being depreciated and you are a new client.

Basis for depreciation		Total prior accumulated depreciation	
Class Life currently being used (from depreciation schedule)		Method currently being used (from depreciation schedule)	

Was the business use area used **exclusively** for business purposes? Yes No  
 If no, was the area used for storage or Day Care? Yes No Was the business use area used regularly for business purposes? Yes No

**YOU MUST ANSWER THESE QUESTIONS FOR A HOME OFFICE DEDUCTION!**

By my signature below, I acknowledge that I have provided this information to Crystal Clear Tax Solutions Inc and have made the representations above. I represent that I have filled out this worksheet truthfully and accurately.

Tax Matters Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Tax Matters Representative Signature: \_\_\_\_\_



**Crystal Clear Tax Solutions Inc**  
***“Helping you put the pieces together”***

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