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2018 Home Office Deduction Organizer

Area used regularly and exclusively for business and or inventory storage_____ square feet
Total area of your home_____square feet
Date first used for Business_____
Value of House on Date_____ Land Value Only_____

Daycare only

Area used only partly for day care_____square feet
Number of weeks used for daycare if less that a full year _____
Number of days used for daycare each week_____
Number of days closed for holidays, vacations, etc_____
Number of hours used for daycare each day_____

Business home office was used for _____
If more than one please list with the percent each business used

Business	% Used
_____	_____
_____	_____
_____	_____
_____	_____

Would you like to take the new standard Office Deduction based on Sq. Footage? If yes, you will receive \$5/sq ft as your home office deduction Y or N

If Yes, you do NOT need to fill out the expense sections on the following page.

Expenses	Direct (office only)	Indirect (entire home)
Mortgage interest	_____	_____
Real Estate taxes	_____	_____
Insurance	_____	_____
Repairs and Maintenance	_____	_____
Utilities	_____	_____
Rent	_____	_____
Cleaning supplies	_____	_____
Cleaning service	_____	_____
HOA fees	_____	_____
Other Expenses		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Unless an expense is directly related to the office/storage space above, all expenses should be put in the indirect column.