

2009 Tax Organizer

Business Use of Home

1. Area used regularly and exclusively for business, regularly and exclusively for day care, or regularly for inventory storage (square footage).	_____ Sq. Ft.
2. Area used only partly for day care (square footage).	_____ Sq. Ft.
3. Total area of home (square footage)	_____ Sq. Ft.
4 Daycare hours	
4a. Number of weeks used for daycare, if less than full year	
4b. Number of days used for day care each week	
4c. Number of days closed for holidays, vacations, etc.	
4d. Number of hours used for daycare each day	
5. If part of your income is from a place of business other than this home, enter % of gross income from business use of this home.	

Business Use of Home – Expenses:

	Direct *	Indirect **
1. Deductible Mortgage Interest	\$	\$
2. Real Estate Taxes	\$	\$
3. Insurance	\$	\$
4. Repairs and Maintenance	\$	\$
5. Utilities	\$	\$
6. Other Expenses (list):	\$	\$
	\$	\$
	\$	\$
	\$	\$
* Direct = Affects only the business portion of home.		
** Indirect = Affects the entire home.		
	Date Acquired	Cost
Additions/Improvements made to home this year (list):	(MM/DD/YY)	
Description:		\$
		\$
		\$
		\$
		\$
		\$

I use my home for business. Can I deduct the expenses?

To deduct expenses related to the business use of part of your home, you must meet specific requirements. Even then, your deduction may be limited.

Your use of the business part of your home must be:

- **Exclusive** (see *exceptions below),
- **Regular**,
- For your trade or business, AND

The business part of your home must be **one of the following**:

- Your principal place of business,
- A place where you meet or deal with patients, clients, or customers in the normal course of your trade or business, or
- A separate structure (not attached to your home) you use in connection with your trade or business.

Additional tests for employee use. If you are an employee and you use a part of your home for business, you may qualify for a deduction. You must meet the tests discussed above *plus*:

- Your business use must be **for the convenience of your employer**, and
- You **do not** rent any part of your home to your employer and use the rented portion to perform services as an employee.

Whether the business use of your home is for your employer's convenience depends on all the facts and circumstances. However, business use is **not considered to be for your employer's convenience merely because it is appropriate and helpful**.

*exceptions

You do not have to meet the exclusive use test if you satisfy the rules that apply in either of the following circumstances.

- You use part of your home for the **storage of inventory or product samples**.
- You use part of your home as a day-care facility.