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OFFICE-IN-HOME DEDUCTION

You may be entitled to take a deduction for your home office if certain conditions are met. If you are self-employed and your **home is the only business location** then you will certainly be entitled to a deduction for the business use portion. If you are an employee, you may be entitled to a deduction if your home office is for the convenience of your employer, **but not** just because it is handy to have an office at the home. In other words, if you are a teacher and correct papers at home, that would not qualify as a deductible home office. **There are a lot of regulations surrounding the home office** deduction that can discuss when we prepare your taxes. List only the square footage amounts to use the Simplified Method

The following information will be needed by us to take the deduction:

Date that you began using your home office :
Cost basis of your home or current market value – (whichever is less):
Total hours you used your home for business during the year (Daycare Operators Only):
Total square footage of the <u>residence</u> :
Total square footage used EXCLUSIVELY for business purposes:
Mortgage interest paid (Form 1098 issued by the mortgage company):
Real estate taxes paid:
Homeowner's Insurance:
Rent (if you rent the home):
Repairs:
Maintenance (lawn care, snow removal, etc):
Utilities (electric, gas, oil, water, etc):
Other (please list):

NEW CLIENTS PLEASE PROVIDE A COPY OF YOUR PREVIOUS YEAR'S TAX RETURN