



Books by Kelly, LLC
 2018 Tax Organizer
 Home Office Worksheet

If you have a home office that is used **EXCLUSIVELY** and **REGULARLY** for your business, you may be entitled to deduct some of the expenses related to your home.

If you operated your business in more than one home in 2018, you will need to complete a Business Use of the Home worksheet for EACH location.

Street Address of the Home: _____

Was this home the only location for your business in 2018? Yes No

If no, what was the first date at this location? (MM/DD/YY) _____

If no, what was the last date at this location? (MM/DD/YY) _____

Business Use Calculation

Square footage of the ENTIRE house: _____

Square footage of Area Used **EXCLUSIVELY** & **REGULARLY** for Business: _____

Expenses

- Mortgage Interest (include Form(s) 1098): _____
- Mortgage Insurance (include Form(s) 1098): _____
- Property Taxes (include Prop Tax Statement): _____
- Home Owners/Renter's Insurance: _____
- Household Maintenance - 100% Business Use: _____
- Household Maintenance - Shared: _____
- Home Owners' Association Dues: _____
- Utilities (Cable TV, Electric, Gas, Water, Trash): _____
- Rent (Apartment, Lot, etc): _____