



210 W Continental Rd, Suite 225
 Green valley, AZ 85622
 (520) 612-1711
 www.ProTaxNow.com

Home Office

Name: _____ Phone: _____

Home Address: _____

Own **Rent**

Important Note about Qualifying to take a Home Office:

To qualify, you must have a defined area of the home that is used solely for the purpose of performing work duties; an area that has multiple uses will be disqualified. It can not contain any bedroom furniture and should look reasonably like a work area. The area does not need to be defined by walls or doors, but needs to be clearly marked and separated from other living areas of the home. If you are self-employed, the area needs to meet the definition of a primary work area for completing tasks. If you are a statutory employee, the area must be considered necessary by your employer and must have a financial benefit to your employer that you keep and maintain a home office. You may have a home office that meets the needs of more than one person or activity as long as all activities in the office meet the criteria of a business activity. If you are unsure whether or not you qualify to take a home office, please fill out the form and bring it to your appointment where we can discuss your specific situation and determine if you qualify.

Square Footage Declaration	
Sq. Footage of Business Portion	
Total Square Footage of Home	

Home Day Care Facilities Only	
Area of home used Part-Time	
Total Hours Used (Whole Year)	
Total Hours in a Year	8,760

Directly Related Expense are expended for the purpose of creating/maintaining/or improving Dedicated Office Area.
 Indirect Expense is such that it is necessary to maintain the entire home with which the Office Area is a part of.

Expense Description		Directly Related	Not Directly Related
Casualty Losses			
Real Estate Taxes			
Insurance (Include Rental and Supplemental)			
Rent (Do Not Include Mortgage Payments)			
Repairs and Maintenance			
Utilities:	Gas		
	Electric		
	Trash/Water/Sewage		
	Other:		
	Total:		
Internet	% of Work Use		
Other:	HOA/Rural Metro		
	Landscaping		
	Pest Control		
	Alarm System		
	Other List:		
	Other List:		
	Total:		

