

**Instructions:**

Complete a separate worksheet for each business/activity. Do not send receipts or bank/credit card statements.

<b>Business or Activity:</b>	
Do you have a room or separate space exclusively used for business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this room or space your principal place of business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this space used exclusively for business purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this space used regularly for business purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to all the questions above, please complete the rest of the worksheet as applicable. If you answered no to any question you are not eligible and you do not need to complete the rest of this form.

	<b>Required</b>
Square footage of room(s)/space used exclusively for business:	
Total square footage of your home:	

Expenses	*Direct Amount	**Indirect Amount
Rent		
Mortgage Interest		
Insurance		
Real Estate Taxes		
Association Dues		
Cleaning & Maintenance		
Repairs		
Utilities		
Internet		
Telephone		
Security		

Other Expenses	*Direct Amount	**Indirect Amount

\*Direct Expenses are for the business part of your home only such as painting costs or repairs made to the specific area used strictly for business.

\*\*Indirect Expenses are required for keeping up and running your entire home such as rent, utilities, mortgage interest, HOA dues, real estate taxes, security, & maintenance.