

HOME OFFICE DEDUCTION WORKSHEET

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HOME OFFICE DEDUCTION WORKSHEET

Estimate your home office deduction. Confirm figures with IRS Form 8829 / Schedule C.

1. Qualification Check

- ☐ Self-employed (not a W-2 employee claiming federally)
- ☐ Space is used REGULARLY for business
- ☐ Space is used EXCLUSIVELY for business
- ☐ It is your principal place of business

2. Measurements

Office square footage: _____

Total home square footage: _____

Business-use % = office / total: _____

3. Simplified Method

Office sq ft (max 300) x \$5 = deduction (max \$1,500): _____

4. Regular Method (annual home costs x business-use %)

Rent OR mortgage interest + property tax: _____

Utilities (electric/gas/water/internet): _____

Insurance (homeowners/renters): _____

Repairs & maintenance: _____

Depreciation (if you own): _____

Direct office-only expenses (100%): _____

5. Compare & Choose

Simplified total vs Regular total — take the larger: _____

6. Records

- ☐ Saved a measurement + photo of the space
- ☐ Kept receipts for the regular method

INSTRUCTIONS FOR USE

Complete the bracketed fields, delete anything that does not apply, sign where required, and keep with your records. This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.