

Home Office Worksheet for Shareholder-Employee

Client Name:		Client ID:		Tax year:		
Arrangement between employer and employee (choice one)						
Lease agreement		Accountable Reimbursement		Unreimbursed Employee Biz Exp.		
<p>If the company leases office space at the residence of an officer, director or employee, rent for use of property can be deducted as business expense if rent is paid in connection with the company's trade. It should be a legally binding written lease agreement between company and employee, officer, director or independent contract for use of a portion of the home.</p>		<p>If the residential space that meets the home office requirements, the employer-business can reimburse the employee for expenses for property and services provided so the employee can perform their job, such as office equipment maintenance, supplies, utilities and other such expenses. Employer can deduct as business expense and employee can exclude reimbursement from wages. To qualify, the employee must meet substantiation requirements.</p>		<p>As an employee, the home office must be for convenience of employer in writing that the employee needs to find an office for the convenience of the corporation as required as a condition of employment. It is necessary for business to function or it is necessary for you to properly perform your duties as an employee. Unreimbursed home office expense is reported on schedule A as miscellaneous itemized deduction subject to 2% of AGI limit.</p>		
Qualification						
<input type="checkbox"/> Exclusively use a portion of your dwelling unit on a regular basis as a principal place of business for any trade or business, or,						
<input type="checkbox"/> Use as a place of business that is for patients, clients, or customers in meeting or dealing with the owner in the normal course of the trade or business, or,						
<input type="checkbox"/> Have a separate structure that is not attached to the dwelling in connection with the trade or business, or,						
<input type="checkbox"/> Use part of the home for storage of inventory or product samples if you sell products at wholesale or retail as their trade or business						
Description of home office for business use						
1 Home Address						
2 Business or activity for which you have an office				ID		
3 date used:		From		To		
4 Gross income from biz use of home						
5 Total area of the house (square feet)						
6 Area used regularly and exclusively for business						
7 area used for storage or inventory or product samples						
8 area used for day care						
9 total hours in the year that the day care is operated						
10 % of home used for business						
Deduction				Lease payment	Reimbursed	Unreimbursed
11 lease income						
Statutory deduction						
12 Rent paid (if apply)						
13 mortgage interest/mortgage insurance						
14 property taxes						
15 C & T loss						
Direct expenses in connectin with business activity						
16 business phone						
17 materials and supplies						
18 special repair for home office						
19 depreciation on home office equipment						
20 other						
21 Total direct expense						
Deductible operating expense only if home used for business use (with limit)						
22 general repair/maintenance						
23 insurance						
25 utility (electrocity/secuirty/gas/water/trash)						
26 others						
27 carryover operating expenses from prior year						
Dpreciation of your home				cost/basis		depreciation
28 cost or adjusted basis of home (exclude land)						
29 improvement before business use (provide details)						
30 Fair market value of home at starting date (exclude land)						
31 capital improvements after business use (provide details)						
32 Current depreciation						
33 carryover from prior year						
34 depreciaiton in prior years						
35 accumulated depreciaiton						
carrover of unallowed expenses						
36 carryover in operating expenses (2yr carry back and 20 yr carry forward)						
37 carryover in deprecation						

Signature _____

Date _____