



HOME OFFICE and VEHICLE EXPENSE DEDUCTIONS WORKSHEET

Note: The IRS is very particular about property tax deductions. Because of this, for real estate and vehicle taxes, please only include the ***actual tax portion*** of the amount paid to the government entity. Be sure to **include** any state, local, or foreign taxes on real property, charged uniformly against all property in the jurisdiction, based on the assessed value. **Exclude** local benefit taxes for improvement, such as assessments for streets, sidewalks and sewer lines. These can be added to the cost basis of your property to be used against capital gains.

CHECKLIST

Home Office

1. If your business office is located in your home, please provide the following:
 - a. Area of office in square feet _____
 - b. Total area of home in square feet _____
 - c. Direct expenses:
 - i. Repairs/maintenance of office area \$ _____
 - ii. Office furnishings and equipment (if not listed elsewhere) \$ _____
 - iii. Internet Service / Separate phone line for business (if not listed elsewhere) \$ _____
 - iv. Casualty losses to office area only \$ _____
 - v. Other expenses (please define) \$ _____
 - d. Indirect expenses:
 - i. Mortgage interest \$ _____
 - ii. Real estate taxes \$ _____
 - iii. Home insurance \$ _____
 - iv. Rent (if applicable) \$ _____
 - v. Home repairs and maintenance \$ _____
 - vi. Utilities and phone \$ _____
 - vii. Casualty losses \$ _____
 - viii. Home improvements \$ _____
 - ix. Cost of land (to be deducted from depreciable cost of home) \$ _____

Vehicle Expense

CERTIFIED PUBLIC
ACCOUNTANT
MM
Merry C. McNutt, C.P.A., P.L.L.C.

You can either deduct recorded business-use mileage –OR- actual expenses (gas, oil changes, car washes, tune ups, etc.) and vehicle depreciation. If you have a vehicle that is both personal and business, you must provide both the total as well as actual business mileage reported (even if you are writing off actual amounts for auto expense).

Do you keep a log of your business mileage? Yes _____ No _____

Do you have another vehicle available for personal use? Yes _____ No _____

Car #1

Make and Model of Vehicle _____

Date Put into Business Service ___/___/___

Prior Depreciation of Vehicle (see prior returns) \$ _____

Cost of Vehicle \$ _____

Total Miles Driven in Year _____

Business Miles Driven in Year _____

Actual Expenses:

- Fuel _____
- Oil changes _____
- Repair and Maintenance _____
- Insurance _____
- Tabs/ Licensing _____
- Tires _____
- Parking _____
- Tolls _____
- Misc. (specify) _____

Car #2

Make and Model of Vehicle _____

Date Put into Business Service ___/___/___

Prior Depreciation of Vehicle (see prior returns) \$ _____

Cost of Vehicle \$ _____

Total Miles Driven in Year _____

Business Miles Driven in Year _____

Actual Expenses:

- Fuel _____

CERTIFIED PUBLIC
ACCOUNTANT



Merry C. McNutt, C.P.A., P.L.L.C.

- Oil changes _____
- Repair and Maintenance _____
- Insurance _____
- Tabs/ Licensing _____
- Tires _____
- Parking _____
- Tolls _____
- Misc. (specify) _____