

# HOME-BASED BUSINESS WORKSHEET

**Client:** \_\_\_\_\_  
**ID #:** \_\_\_\_\_

**TAX YEAR** \_\_\_\_\_

INCOME	
Sales/Commissions	
Less: Returns	
Other Income	
Total:	
HOME OFFICE	
<b>Office Must Be a Separate &amp; Distinct Room</b>	
Square Footage of Home	
Square Footage of Office	
Insurance	
Rent/Mortgage	
Repairs to Home	
Repairs to Office	
Utilities	
Electric	
Gas/Fuel	
Other	
Total:	
SALES EXPENSES	
Advertising	
Business Cards	
Bank Charges	
Catalogues/Publications	
Commissions	
Conferences	
Postage	
Gifts	
Product Samples	
Company Events	
Sales Aids	
Sales Assistants	
Promotional Items	
Seminar & Trade Shows	
Service Charges	
Snacks & Beverages	
Storage Containers	
Storage Fees	
Supplies-Meeting/Party	
Supplies-Office	
Meals/Entertainment	
Business Meetings	
Travel	
Other	
Total:	

EQUIPMENT	
Calculator	
Computer	
Desk	
Display Tables	
Camera	
Filing Cabinet	
Cell Phone/Telephone	
Printer/Copier/Fax	
Other	
Total:	
TELEPHONE/COMMUNICATION	
Telephone	
Fax	
On-Line Fees	
Cellular Phone	
Web Site Fees	
Beeper/Pager	
Answering Service	
Other	
Total:	
AUTOMOBILE EXPENSES	
Mileage	
Personal Usage	
Business Usage	
Repairs	
Tolls & Parking	
Other	
Total	
PROFESSIONAL	
Dues	
Insurance	
License	
Publications	
Other	
Other	
Total	
MISCELLANEOUS EXPENSES:	

**Worksheet Designed by:**  
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