

Office in Home and Auto Expenses  
2021

OFFICE IN HOME - SQ FT OF OFFICE

OFFICE IN HOME - SQ FT OF TOTAL HOUSE LIVING SPACE

|  |  |
|--|--|
| HOME PURCHASE PRICE (ENCLOSE COPY OF SETTLE SHEET) |  |
| VALUE OF LAND                                      |  |
| LIST OF IMPROVEMENTS (INCLUDE LANDSCAPING):        |  |
|  |  |
|  |  |
| UTILITIES  |  |
| INSURANCE (HAZARD & MORTGAGE INSURANCE)            |  |
| REPAIRS  |  |
| RENT   |  |

**AUTO:**

Please maintain a log of daily automileage used for business purposes. Please call me to discuss requirement  
Use of estimates of business mileage will lead to loss of a deduction if you are audited by IRS  
Cell phone apps such as Quickbooks and MileIQ are great ways to track auto mileage

|                                       | Auto #1 | Auto #2 |
|---------------------------------------|---------|---------|
| YEAR, MAKE, MODEL                     | _____   | _____   |
| DATE 1ST USED FOR EMPLOYMENT/BUSINESS | _____   | / /     |
| ALL MILEAGE DURING YEAR               | _____   | _____   |
| BUSINESS MILEAGE **                   | _____   | _____   |

\*\* You are required to maintain a detailed log of every trip you have made for business mileage deducted.  
Estimates of mileage cannot be deducted.

|                                  |                      |                      |
|----------------------------------|----------------------|----------------------|
| COMMUTING MILEAGE DURING YEAR    | <input type="text"/> | <input type="text"/> |
| AVERAGE DAILY ROUND TRIP COMMUTE | <input type="text"/> | <input type="text"/> |

DO YOU HAVE ANOTHER CAR FOR PERSONAL USE?

Auto and Home Office

|                            |  |  |
|----------------------------|--|--|
| COST OF VEHICLE, SALES TAX |  |  |
| GAS & OIL                  |  |  |
| REPAIRS & MAINTENANCE      |  |  |
| INSURANCE                  |  |  |
| OTHER AUTO EXPENSES:       |  |  |

***If new car purchased, please send copy of retail installment contract that reports details of purchase***