

BUSINESS USE HOME AND CAR

■ BUSINESS USE OF HOME		
Square footage of home	Square footage used for business	Annual rent
Annual utilities	Insurance premiums	Co-op maint / condo cc
IF THIS IS FIRST YEAR OF HOME OFFICE	AND YOU OWN YOUR HOME PLEASE	PROVIDE THE FOLLOWING INFORMATION
Purchase price of home	Closing costs	Capitol improvements
Land value included in purch cost		Purchase date
<i>If a portion of your home is used regularly and exclusively for business you may deduct a portion of your housing expenses.</i>		

■ BUSINESS USE OF CAR <i>You must have written records</i>	
Date placed in service	<u>Complete this column only if <i>not</i> using std mileage rate</u>
Make & model	Lease or own?
Beginning odometer reading	Wash/wax/other
Ending odometer reading	Repairs and maintenance
Business miles for year	Fuel
Commuting miles for year	Insurance
Parking and tolls for business	Tags and licenses
<i>You must have written records to substantiate auto expenses, listing odometer readings, dates, and business purpose.</i>	