

Office in Home and Auto Expenses  
2017

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	

**AUTOMOBILE: to comply with IRS rules for deducting the expense of an automobile used in business:**  
**Please maintain a log of daily automileage used for business purposes** **Please call me to discuss requirement**  
**PLEASE DO NOT USE AN ESTIMATE OF BUSINESS MILEAGE - THIS APPROACH CAN LEAD TO LOSS OF DEDUCTION!**

YEAR, MAKE, MODEL			
DATE 1ST USED FOR EMPLOYMENT/BUSINESS		<u>  /  /  </u>	<u>  /  /  </u>
ALL MILEAGE DURING YEAR			
BUSINESS MILEAGE   **	\$   0.535	<u>  0  </u> %	<u>      </u> %

\*\* 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		
AVERAGE DAILY ROUND TRIP COMMUTE		
DO YOU HAVE ANOTHER CAR FOR PERSONAL USE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

COST OF VEHICLE, SALES TAX		
GAS & OIL		
REPAIRS & MAINTENANCE		
INSURANCE		
OTHER AUTO EXPENSES:		
<i>If new car purchased, please send copy of retail installment contract that reports details of purchase</i>		