

Tax Worksheets for WSC Clients

The attached forms are to help you organize your tax information.

Available Forms:

- Business Use of Home Worksheet
- Non-Cash Charitable Contributions
- Home Office Expense Summary (If there is a change of location or size of home office)

During 2001 the rules for deducting office space in a home expense continue to be deductible. If you are an employee or business owner you may qualify for this deduction.

If you have any questions, please do not hesitate to contact myself at 630.368.6390 or e-mail svranek@wscfinancial.com.

Sincerely,

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Business Use of Home Worksheet

	<i>Vranek Example</i>		<i>Your Residence[†]</i>	
Room/Area	Dimensions	Square Feet	Dimensions	Square Feet
Living Room	16' x 21'	336 sq. ft.	_____	_____
Dining Room	10' x 15'	150 sq. ft.	_____	_____
Kitchen	12' x 16'	192 sq. ft.	_____	_____
1st Bathroom	5' x 7'	35 sq. ft.	_____	_____
2nd Bathroom	5' x 6'	30 sq. ft.	_____	_____
1st Bedroom	11' x 14'	154 sq. ft.	_____	_____
2nd Bedroom	12' x 14'	168 sq. ft.	_____	_____
3rd Bedroom	7' x 10'	70 sq. ft.	_____	_____
<i>Additional Areas</i>				
Family Room	20' x 14'	280 sq. ft.	_____	_____
Basement*	20' x 24'	480 sq. ft.	_____	_____
Garage*	18' x 22'	168 sq. ft.	_____	_____
Total House Sq. Ft.		2,291 sq. ft		_____

[†] Circle the rooms/areas that are used for office space or storage

* Do **not** include the basement or garage measurements if these rooms are not used for business

Garage (business)	6' x 8'	48 sq. ft.	_____	_____
Basement (business)	5' x 7'	35 sq. ft.	_____	_____
2nd Bedroom (office)	12' x 14'	168 sq. ft.	_____	_____
Additional area	_____	_____	_____	_____
Total Business Sq. Ft.		251 sq. ft.		_____

Percent of Deduction: 11% (251 / 2291 = 10.95%) _____

$$\frac{\text{Total Business Square Feet}}{\text{Total House Square Feet}} = \text{Business Deduction \%}$$