

Please enter all pertinent 2016 amounts.

Home Office

Did you rent out part of your home, or use it **exclusively** for your business or farm? YES NO

*** Please note, if you have used this home office in the past, you do not need to give us square footage figures again. ***

Total Square Footage of Home.....	
Total Business Square Footage.....	
Total Mortgage Interest Paid.....	
Total Real Estate Taxes Paid.....	
Total Rent Paid.....	
Homeowners/Renter's Insurance.....	
Utilities Paid for Entire House.....	
(This will usually include electric, propane, water, dump runs, garbage, sewer, etc.)	
Repairs/Improvements made to entire house.....	
(Must impact business portion, i.e. new roof)	
Additional Utilities Paid exclusively for business portion.....	
(This will usually include separate phone line, occasionally electric on separate meter)	
Additional Repairs/improvements made to business portion only...	
(If you did something exclusively to the business portion, put it here)	
Other Expenses: <i>(Please Itemize)</i>	

Business/Farm Use of Car

Did you use your car for business/farm trips? YES NO

Description of first vehicle used.....		
Date you started using it for business		<i>If, in addition to mileage, you keep track of actual expenses, please include them with your Personalized Tax Organizer. Be sure to include these expenses: gas, licensing, repairs, payments (interest portion or lease), tires, insurance, and any other expenses.</i>
Beginning of year odometer reading...		
End of year odometer reading.....		
Total business mileage.....		
Total commuting mileage.....		
(Only applicable if you have an outside job as well.)		

Description of second vehicle used....		
Date you started using it for business		<i>If, in addition to mileage, you keep track of actual expenses, please include them with your Personalized Tax Organizer. Be sure to include these expenses: gas, licensing, repairs, payments (interest portion or lease), tires, insurance, and any other expenses.</i>
Beginning of year odometer reading...		
End of year odometer reading.....		
Total business mileage.....		
Total commuting mileage.....		
(Only applicable if you have an outside job as well.)		

*** Please note, IRS requires you to have written evidence of mileage driven ***
 *** as well as annual odometer readings ***

Business/Farm Assets

Did you purchase or sell any business/farm assets? YES NO

Item Description	% used for business	Purchase Date	Purchase Price	Sale Date	Sale Price

*** Please attach extra sheet for additional items ***