

HOME OFFICE EXPENSE

Preparation Form



Name: _____

Please ensure that you are providing the total amount of expenses that you are claiming as home office expenses. The total amounts will be pro-rated based on the home office square footage ratio below. If you are claiming expenses that should not be pro-rated such as office supplies, please list the expense under other expenses and specify 100%.

HOME OFFICE SIZE:	
Square footage of Home Office _____	sq. ft
Square footage of Entire Home _____	sq. ft

EXPENSE TYPES	AMOUNT
Heat (Salaried and commissioned employees)	
Electricity (Salaried and commissioned employees)	
Rent (Salaried and commissioned employees)	
Maintenance (Salaried and commissioned employees)	
Property Taxes (Commissioned employees only)	
Home Insurance (Commissioned employees only)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	

Optimize Inc. does not require receipts or other documentation to support the amounts listed above as we do not provide bookkeeping services. However, please keep any supporting documentation on record in case of a review. If you are in need of specific advice regarding tax related issues or legal matters, you should consult with a lawyer, accountant, and other professionals outside of the Optimize Inc. or any of its related companies or its representatives.