



Partial Use of Your Home for Business:

Square footage of home used exclusively for business
Total square footage of home
Total hours home was used for day care during the year

Table with 2 columns: 2010, 2009

Was your home used for day care purposes for the entire year?
Were improvements made to the home and/or home office since the time you began using the home for business?

Yes/No checkboxes

Expenses: Enter all expenses at 100 percent

Direct expenses benefit the business part of your home.
Example: Cost of painting or repairs made to the specific area or room used for business.
Indirect expenses are required for keeping up and running your entire home.
Example: Real estate taxes.

Table with 4 columns: Direct Expenses (2010 Amount, 2009 Amount), Indirect Expenses (2010 Amount, 2009 Amount). Rows include Casualty losses, Deductible mortgage interest, Real estate taxes, Insurance, etc.

Other Expenses:

Table with 4 columns: Description, Direct Expenses (2010 Amount, 2009 Amount), Indirect Expenses (2010 Amount, 2009 Amount)

Seller-Financed Mortgage Interest Information:

Table with 3 columns: Name of Individual to Whom Mortgage Interest Was Paid, Identification Number of Individual, Address of Individual to Whom Mortgage Interest Was Paid



Employee Business Expenses

TS: ____ Occupation:]]]]]]]]] _____

Business Expenses: [Enter all expenses at 100 percent]

If these expenses are to be divided between Schedule A (Itemized Deductions) and one or more businesses, please enter the percentage to apply to Schedule A]]]]]]]]]] _____ %

Table with 2 columns: 2010 Amount, 2009 Amount. Rows include Parking fees and tolls, Local transportation, Travel expenses, Meals and entertainment.

Other Business Expenses:

Table with 3 columns: Description, 2010 Amount, 2009 Amount.

Reimbursements: [Please list only reimbursements NOT reported in Box 1 of your Form W-2]

Table with 2 columns: 2010 Amount, 2009 Amount. Rows include Amount received for other expenses, Amount received for meals and entertainment.

Does your employer's reimbursement plan for meals and entertainment allow for offset of other reimbursements?]]]] Yes No

Vehicle:

If these vehicle expenses are to be divided between Schedule A (Itemized Deductions) and one or more businesses, please enter the percentage to apply to Schedule A]]]]]]]]] _____ %

Description of vehicle]]]]]]]]]] _____

Date vehicle was placed in service]]]]]]]]]] (Mo/Da/Yr) _____

Do you (or your spouse) have another vehicle available for personal purposes?]]]]]]]]] Yes No

Was your vehicle available for personal use during off-duty hours?]]]]]]]]] Yes No

Table with 2 columns: 2010, 2009. Rows include Total miles, Total business miles, Average daily commuting miles, Total commuting miles for the year, Gasoline and oil, Repairs, Insurance, Taxes, Value of employer provided vehicle, Temporary vehicle rentals, Fair market value of leased vehicle, Vehicle leases.

Other Vehicle Expenses:

Table with 3 columns: Description, 2010 Amount, 2009 Amount.



Employee Business Expenses-
Business Use of Home

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Yes No table

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Example: Real estate taxes.

Table with 4 columns: Direct Expenses (2010 Amount, 2009 Amount), Indirect Expenses (2010 Amount, 2009 Amount)

Other Expenses:

Table with 4 columns: Description, Direct Expenses (2010 Amount, 2009 Amount), Indirect Expenses (2010 Amount, 2009 Amount)

Seller-Financed Mortgage Interest Information:

Table with 3 columns: Name of Individual to Whom Mortgage Interest Was Paid, Identification Number of Individual, Address of Individual to Whom Mortgage Interest Was Paid