

MCCOY'S ACCOUNTING AND TAX SERVICES, INC.

Minimum Tax Liability, Maximum Tax Benefits

Home Office Checklist

The following is a general checklist and all items may not apply to everyone. Whether you have an appointment or send your information to us, the following amount totals are needed.

Total Area of the Home _____
(Square Footage, i.e 2,500 sq. ft)

Total Number of Rooms _____

Area Used for Business _____
(Square Footage or room size)

of Rooms Used for Business _____

Rent _____

Utilities:

Homeowners Insurance _____

Electric _____

Repairs _____

Water/Sewer _____

Maintenance _____

Gas _____

Mortgage Interest _____

Trash Removal _____

Property Taxes _____

Other _____

Other _____

Childcare Businesses Only:

Months Available for Childcare _____

Days Available for Day Care _____

Hours Available for Day Care _____