



**TAX &
BOOKKEEPING**

1 (800) 879-6605 | **FAX:** (914) 696-7505 | **SUBMIT ONLINE:** dsatax.com

EMAIL: to your Tax Rep | **MAIL:** a copy of your Record to

2900 Westchester Avenue, Suite 201, Purchase NY 10577

Business Name:

DSA # / EIN:

for the month of

, 20

ACCT REP:

HOME OFFICE EXPENSE RECORD

For Sole Proprietors Only

Date	Type of Home Expense	Payee Name	Amount
	Electric		\$
	Heating		\$
	Water		\$
	Garbage		\$
	Security		\$
	Landline Phone / Internet		\$
	Rent (if applicable)		\$
	Homeowners / Renters Insurance		\$
	Other:		\$
	Other:		\$
	Other:		\$
Transfer TOTAL for this MONTH:			\$
to your Monthly Report, LINE 7			

"Please do not include Mortgage Payments or Property Taxes."

Sole Proprietors: If you have recently moved, please complete this section:

Please log in to update your Profile at dsatax.com with new address or contact changes.

Date of Move: / /

Do you own or rent your home? *Please circle one:*

OWN

RENT

Area used regularly and exclusively for business: sq. ft.

Total area of your new home: sq. ft.

"Only the percentage of your residence that is used for business purposes will be deducted."