DSA, Inc.
2900 Westchester Avenue
Purchase, NY 10577

DSA® TAX

HOME OFFICE DEDUCTION EXPENSE RECORD
FOR THE MONTH OF _____ , 20 .

DATE	PAYEE	TYPE OF EXPENSE	AMOUNT
		TOTAL HOME EXPENSES FOR THE MONTH	*

* Note: This entire amount will not be deducted, only that percentage which is for the home office. DSA will calculate this percentage for you from your set-up sheet.

TRANSFER THIS HOME OFFICE DEDUCTION EXPENSE RECORD TO YOUR MONTHLY RECAP AND RETAIN THIS FORM WITH YOUR OTHER BUSINESS RECORDS

*JUST A REMINDER, **DO NOT** INCLUDE MORTGAGE PAYMENTS AS A HOME OFFICE EXPENSE AS THIS IS CALCULATED YEAR END WHEN WE PREPARE YOUR INCOME TAXES. HOWEVER, RENT CAN BE INCLUDED.*