

Taxfiler name:



Use Flat Rate?

(If using flat rate, please complete question 1 only)

Use Detailed Method?

(If you'd like us to compare the benefits of using the detailed method, please complete sections 1 through 8)

### Work-from-home expense worksheet

1. Number of days worked at home in 2020

2. Are you working from a

a) Shared Space (Kitchen, Living Room, etc)

b) Dedicated Office (With a door, etc.)

#### Detailed Method

To use these values, we will require form T2200 or form T2200S from your employer.

3. Do you share this workspace?

4. How many hours per week is this space used as an office?

5. Square footage of your office space

6. Total square footage of your home

#### 7. Please enter the total you spent on each category in 2020 (January to December)

Electricity

Gas/Heat/Propane

Water

Internet

Repairs/Maintenance

#### 8. If you receive commission on sales, please include the following totals for 2020.

Property Tax

Home Insurance

Cell Phone

In all cases, you may not claim: Furniture, new computer, mortgage payments, renovations, etc.

Thank you!