

Taxfiler name:



Work-from-home expense worksheet

If you are an employee, you will require a signed T2200 from your employer to claim your home office.

1. Number of days worked at home in calendar year.

2. Are you working from a

a) Shared space (kitchen, living room, etc.)

b) Dedicated office (with a door, etc.)

To use these values, we will require form T2200 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 from January to December.

Electricity

Gas/Heat/Propane

Water

Internet

Repairs/Maintenance

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

Property tax

Home insurance

Cell phone

Small business owners may be eligible to claim mortgage interest, furniture and other capital purchases. Please include these receipts with the Small Business Activity sheet we have provided.