

## Home Office Expense Summary

If you are claiming home office expenses (work-space-in-the-home). Please fill out the following and attach the signed T2200 Form Declaration of Conditions of Employment from your employer.

Name: \_\_\_\_\_

Is Form T2200 form provided? YES NO

Do the amounts below include GST/QST? YES NO

Home Office Type : Dedicated Home Office Common Area (eg. dining room table)

Square feet of Office or Common Area: \_\_\_\_\_

Total Square Feet of Home: \_\_\_\_\_

Percentage of Home Used for Work \_\_\_\_\_

Home Expenses (enter the total for the year)

Electricity \_\_\_\_\_

Heat/Gas/Water \_\_\_\_\_

Utilities Portion of Condo Fees \_\_\_\_\_

Home Internet Access Fees \_\_\_\_\_

Maintenance (cleaning supplies, light bulbs, etc) \_\_\_\_\_

Home Insurance (**commission employees only**) \_\_\_\_\_

Property Taxes (**commission employees only**) \_\_\_\_\_

Mortgage Interest (**self-employed only**) \_\_\_\_\_

Rent \_\_\_\_\_

Office Supplies \_\_\_\_\_

\_\_\_\_\_

**TOTAL HOME EXPENSES**

### **ALLOWABLE HOME OFFICE EXPENSE**

**\*\*ONLY ENTER EXPENSES FOR THE PERIOD OF TIME WHICH YOU WERE WORKING FROM HOME IN 2025**

\_\_\_\_\_