

## 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 ( <b>commission employees only</b> )	_____
Property Taxes ( <b>commission employees only</b> )	_____
Mortgage Interest ( <b>self-employed only</b> )	_____
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**