

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 T2200S Form Declaration of Conditions of Employment for Working at Home Due to COVID-19 from your employer.

Name: _____

Is Form T2200 or T2200S form provided? YES NO

Do the amounts below include GST/HST? 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: _____

Work Hours per Week (if using a dedicated home office enter 168) _____

Percentage of Home Used for Work _____

Home Expenses (enter the total for the year)

Electricity _____

Heat/Gas _____

Water _____

Home Internet Access Fees _____

Maintenance (cleaning supplies, light bulbs, etc) _____

Home Insurance (commission employees only) _____

Property Taxes (commission employees only) _____

Mortgage Interest _____

TOTAL HOME EXPENSES

ALLOWABLE HOME OFFICE EXPENSE

****ONLY ENTER EXPENSES FOR THE PERIOD OF TIME WHICH YOU WERE WORKING FROM HOME IN 2022**