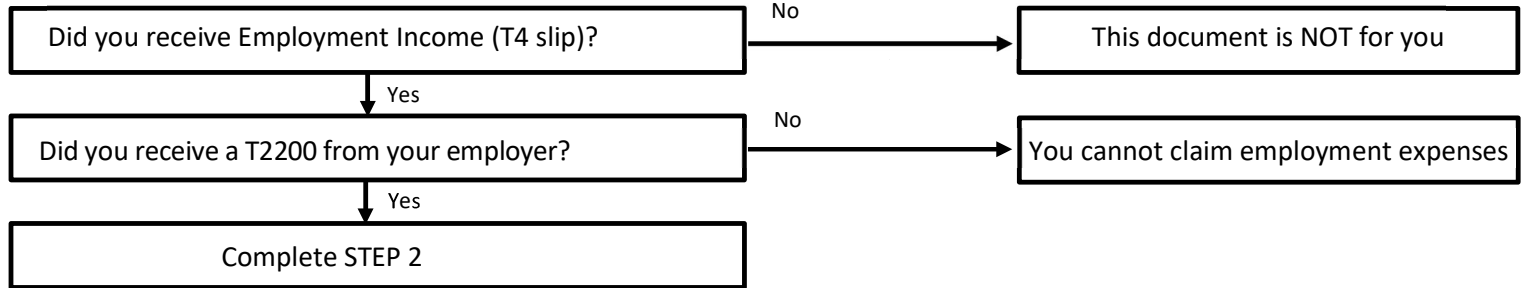


## EMPLOYEES WORKING FROM HOME – CLIENT DOCUMENT

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

Many employees will be able to claim a deduction on their personal tax return for work space in home expenses. Follow the steps below as a simplified guide to assist in determining your claim.

### STEP 1 – ELIGIBILITY AND CHOOSING A METHOD



### STEP 2 – DETAILED CHART (DETAILED METHOD)

Dates you worked from home \_\_\_\_\_ Home: Total finished sq. ft. \_\_\_\_\_ Work space: Total sq. ft. \_\_\_\_\_

Did you receive any reimbursements / allowances from your employer for your work space at home? Provide details.	Was your work space used only for employment? If not, how many hours / week was it used for employment?	Did you share this work space with anyone else? Provide details.

ALL EMPLOYEES		ONLY COMMISSIONED EMPLOYEES	
Expense	Amount for the year*	Expense	Amount for the year*
Rent		Home Insurance	
Utilities		Property Taxes	
Home Internet Access			
Repairs / Maintenance			

ALL EMPLOYEES			ONLY COMMISSIONED EMPLOYEES		
Expense	Amount for the year*	Employment Use %	Expense	Amount for the year*	Employment Use %
Office Supplies			Cell Phone Lease		
Long distance phone calls made for work			Computer, Fax, etc. Lease		
Cell Phone					

\*Net of any employer support. For descriptions of what can and cannot be deducted, see this [link](#).

You may also be able to claim a return of some GST/HST that you paid (included in the amounts you provided above) on your deductible expenses. **Please provide your employer's GST#** \_\_\_\_\_

We will contact you if we need additional information / clarity.