

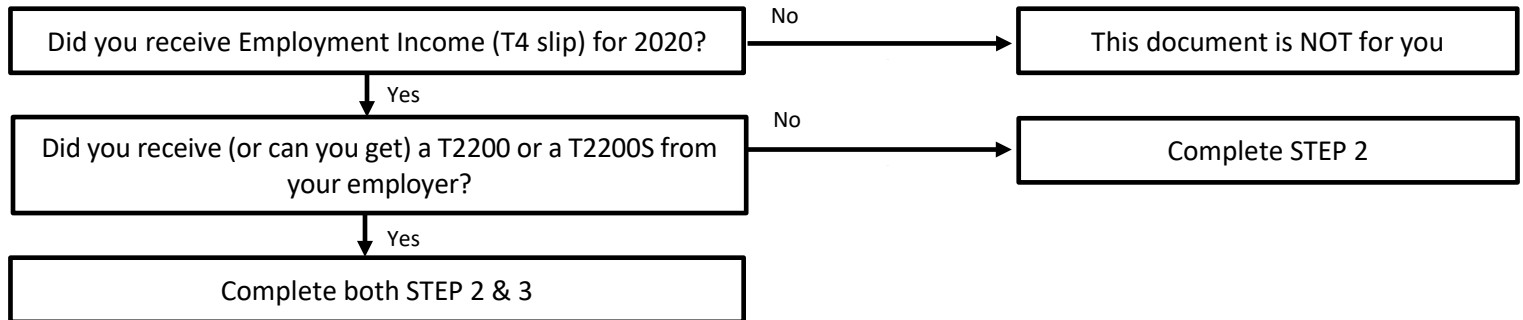


EMPLOYEES WORKING FROM HOME IN 2020

Name: _____

Many employees will be able to claim a deduction on their 2020 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 – SIMPLIFIED CHART (TEMPORARY FLAT RATE METHOD)

A) Did you work from home more than 50% of the time for at least four consecutive weeks in 2020 due to COVID-19? YES / NO

B) If Yes, total number of days (200 days max.) you worked from home (full or part time) in 2020 due to COVID-19: _____

STEP 3 – DETAILED CHART (DETAILED METHOD)

Dates/Periods 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.

Home Expenses	Amount for 2020*	Other Expenses	Amount for 2020*	Employment Use %
Rent		Office Supplies		
Utilities		Long distance phone calls made for work		
Home Internet Access		Cell Phone		
Repairs / Maintenance		Cell Phone Lease (Commission Emp only)		
Home Insurance (Commission Employees only)		Computer, Fax, etc. Lease (Commission Employees only)		
Property Taxes (Commission Employees only)				

*Net of any employer support. For descriptions of what can and cannot be deducted, see the following link:

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-229-other-employment-expenses/work-space-home-expenses/expenses-can-claim.html>

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 name** _____

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