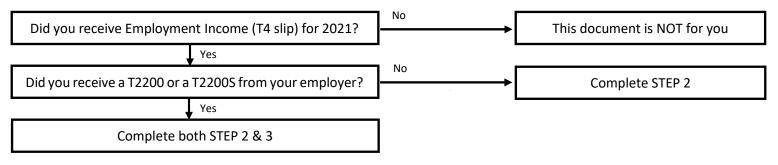
Name:

Many employees will be able to claim a deduction on their 2021 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 2021 due to COVID-19? YES / NO

B) If Yes, total number of days you worked from home (full or part time) in 2021 due to COVID-19 (not including vacation days, sick days, or any other days not worked ie. weekends, statutory holidays): ______

STEP 3 – DETAILED CHART (DETAILED METHOD)

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

 Did you receive any reimbursements /
 Was your work space used only for
 Did you share this work space with

 allowances from your employer for your
 employment? If not, how many hours
 Did you share this work space with

 work space at home? Provide details.
 / week was it used for employment?
 Did you share this work space with

ALL EMPLOYEES		ONLY COMMISSIONED EMPLOYEES		
Expense	Amount for 2021*	Expense	Amount for 2021*	
Rent		Home Insurance		
Utilities		Property Taxes		
Home Internet Access				
Repairs / Maintenance				

ALL EMPLOYEES			ONLY COMMISSIONED EMPLOYEES		
Expense	Amount for 2021*	Employment Use %	Expense	Amount for 2021*	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 name**______

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