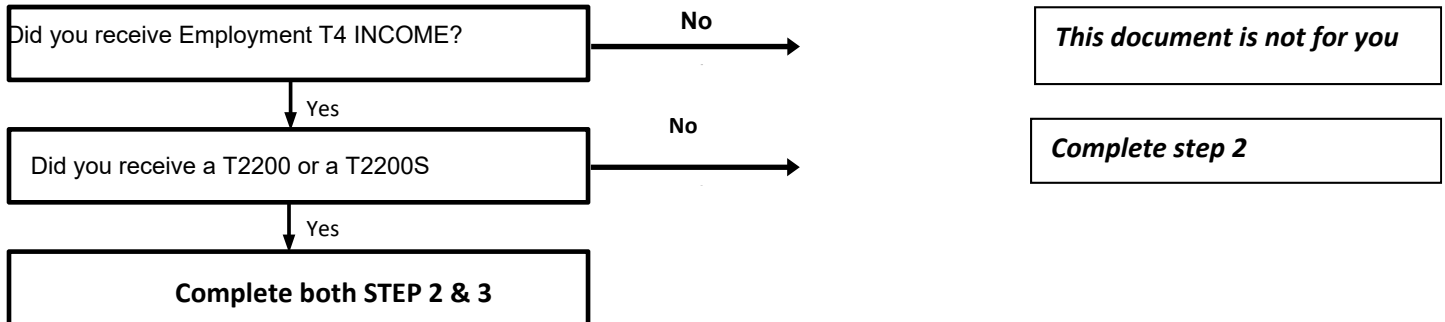


Employees working from home in 2020

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- ELGIBILITY AND CHOOSING A METHOD



STEP 2 SIMPLIFIED CHART (TEMPORARY FLAT RATE)

Did you work from home more that 50% of the time for at least four consecutive weeks in 2020 due to COVID-19?

NO ___ You do not qualify for this claim

YES ___ Total number of day's _____ (200 days maximum)

If you believe your expenses are greater than \$400, you can complete the chart below, include a signed T2200S and retain your receipts as proof

Step 3 DETAILED CHART (DETAILED METHOD)

Total number of days worked from home	_____	
Did you receive any reimbursements?	Yes _____	No _____
Was work space used only for employment?	Yes _____	No _____
Hours per week used for employment?	_____	
Did you share the work space with anyone?	Yes _____	No _____
Dates you worked from home	From: _____	To: _____
Total square footage of home	_____	
Total square footage of work space	_____	
EXPENSES		
Rent	\$ _____	
Utilities	\$ _____	
Home Internet Access	\$ _____	
Repairs/Maintenance	\$ _____	
Long distance calls made for work	\$ _____	
Office supplies	\$ _____	
Cell phone	\$ _____	
Commission employees only		
Home insurance	\$ _____	
Property tax	\$ _____	