



2021 HOME OFFICE WORKSHEET EMPLOYEE (SALARY OR COMMISSION)

An employee must have their employer complete the T2200 - Declaration of Conditions of Employment in order to claim employment expenses including home office. (Please see *Personal Income Tax Checklist* if you wish to use simplified method)

HOME OFFICE

Total square footage of home (J) _____
Portion related to home office (K) _____
Business use percentage (K/J)= (L) _____

EXPENSES

Heat _____
Electricity _____
Water _____
Utilities portion (electricity, heat and water) of your condominium fees _____
Home internet access fees _____
Rent _____
Other: _____

Total expenses (M) _____
Percentage - business use (L) _____
Business portion (M X L)=N \$ _____

