



\*Please do not email - please use the secure Dropbox link provided.

### Business Use of Home - WHO can claim home office expenses?

#### Employees who are required to pay some of their own expenses under their employment contract

You can deduct these expenses if:

- You're required to pay them under your employment contract
- You incur these expenses directly in the course your work duties AND your employer has not reimbursed and will not reimburse you.

Also, you must meet **ONE** of the following conditions:

- The workspace is where you **mainly** work (more than 50% of the time).
- You use the workspace **only** to earn employment income, and you use it on a regular and continuous basis for meeting clients, customers, or other people in the course of your employment duties.

You must have a Form T2200 ([CLICK HERE](#)) which has been completed and signed by your employer.

#### Self-employed taxpayers

You can deduct these expenses, if you meet **ONE** of the following conditions:\*

- it is your **principal** place of business,

**OR**

- you use the space **only** to earn business income, **AND** you use it on a regular and ongoing basis to meet clients, customers, or patients.

*\* CRA may challenge this if you're also claiming costs for a workspace outside the home.*

### HOW MUCH can I claim?

If the costs relate **directly** to the space used for business (eg. electricity for a separately metered annex), you can claim 100% of the relevant expense.

If the costs relate to the entire home, you can claim a suitable percentage of the relevant allowable costs, based on the percentage of the area of your home that you use for work purposes.

Your claim for use-of-home costs can't exceed the income from the relevant source (ie. you can't create a loss). But any unused costs can be used in future years.

You can also reclaim any HST you paid on these expenses if:

- Your business is registered for HST; or
- Your employer's business is registered for HST **and the HST registration number is reported on Form T2200.**



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**WHAT home office costs can you deduct?**

Report here the FULL cost (ie. do NOT pro-rate for the amount of the area that you use for the business - we will do that for you)

	Employee - Salary Only	Employee - Commissioned	Self-Employed
Rent (if you don't own your home)			
Supplies and maintenance			
Phone and internet (NOTE*)			
Utilities			
Home insurance	Cannot claim		
Mortgage interest (NEVER principal)			
Property tax		Cannot claim	
Renovations or upgrades to the space; office equipment, furniture or electronics *			

I am attaching a copy of a Form T2200 if applicable

(Note\*) You can claim home internet access fees, the cost of a basic cellphone service plan, and the cost of any long-distance calls made for work

\* There are some restrictions on what you can claim for upgrades to the space - ask for details

**Other details**

I worked from home from [date] \_\_\_\_\_ to [date] \_\_\_\_\_.

Total area of my home in square feet: \_\_\_\_\_ sq ft

Area used by my home office in square feet: \_\_\_\_\_ sq ft