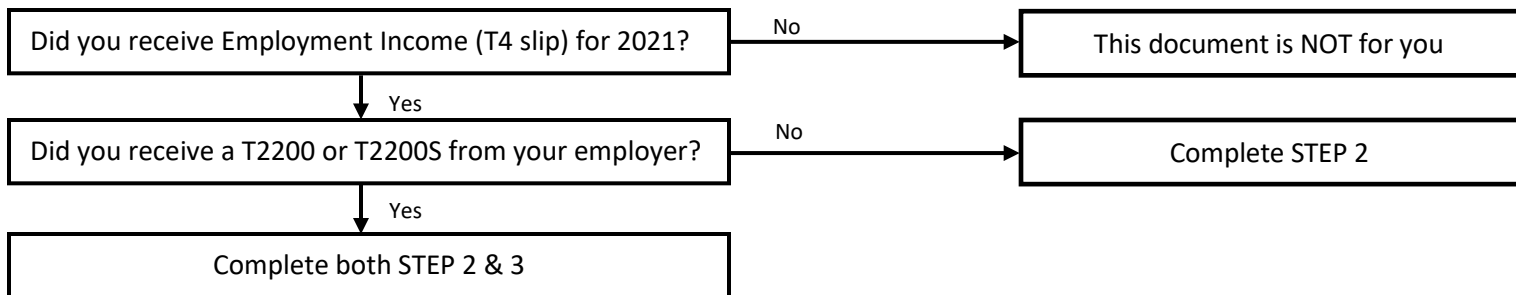


**EMPLOYEES WORKING FROM HOME IN 2021 – CLIENT DOCUMENT**

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 (250 days max.) you worked from home (full or part time) in 2021 due to COVID-19: \_\_\_\_\_

**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 / 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.

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					

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.