

Name: _____

HOW MUCH CAN YOU CLAIM?

OPTION 1 – TEMPORARY FLAT RATE METHOD (No T2200/ T2200S form required)

Use this method to calculate your home office expenses if you worked more than 50% of the time from home for at least a month (4 consecutive weeks) in 2020 due to COVID-19. If you meet this condition, you can claim \$2/day for 4 or more consecutive weeks PLUS any other days you worked at home in 2020 due to COVID-19, up to a maximum of \$400.

Total # of days worked from home in 2020 due to COVID-19: _____ x 2 = _____

OPTION 2 – DETAILED METHOD (T2200 or T2200S form required from your Employer)

IMPORTANT: All expenses provided should be **out-of-pocket** expenses. Any expenses reimbursed by your employer cannot be claimed. To justify the use of the detailed method and our labour involved in preparing this portion of your return, your deduction should exceed \$1,000.

Eligible Expenses

You may claim the following home office expenses:

- rent paid for a house or apartment where you live
- electricity, water, heat, or the utilities portion of your condominium fees
- maintenance (minor repairs, cleaning supplies, light bulbs, paint, etc.)
- home internet access fees
- office supplies (stationery items, pens, folders, sticky notes, postage, toner, ink cartridge, etc.)
- cell phone plan (**the % that relates to business use**)
- long distance calls for employment purposes

Employees who earn commission income can also claim the following:

- property taxes
- home insurance

Non-eligible Expenses

You cannot claim any of the following:

- capital cost allowance
- mortgage interest
- principal mortgage payments
- capital expenses (replacing windows, flooring, furnace, etc.)
- office equipment (printer, fax machine, briefcase, laptop case or bag, calculator, etc.)
- monthly basic rate for a landline telephone
- cell phone connection or license fees
- purchase of a cell phone, computer, laptop, tablet, fax machine, etc.
- computer accessories (monitor, mouse, keyboard, headset, microphone, speakers, webcam, router, etc.)
- other electronics (television, smart speaker, voice assistant, etc.)
- furniture (desk, chair, etc.)

1. Calculating Home-Office percentage

A. What is the total square footage of your home-office?	Which room in your home? *
B. What is the total square footage of your entire home?	Do you share your home with someone else? *
C. <i>Your home-office percentage is 1A _____ divided by 1B _____ = 1C _____</i>	

*Additional prorating required if office is in a common area or shared with someone else. For example, if you work in a living room (30% of your home) for 40 hours a week (168 hours in a week), the percentage is $30 \times (40/168) = 7.14\%$.

2. Calculating MONTHLY expenses - only complete box that applies to your employment status

SALARIED EMPLOYEE - MONTHLY Totals	COMMISSIONED EMPLOYEE - MONTHLY Totals
Rent:	Rent:
Internet Fees:	Internet Fees:
Utilities (BC Hydro, Fortis, etc) :	Utilities (BC Hydro, Fortis, etc) :
	Property Tax (annual / 12):
	Home Insurance (annual/12):
<i>Add up the total for above and carry to 3A below</i>	<i>Add up the total for above and carry to 3A below</i>

*If rent (or any other expense) is shared with a spouse or roommate, please enter your portion only.

3. Final step to calculate expenses

- Total monthly expense for salaried or commissioned employee: _____
- Number of months you worked from home in 2020: _____
- Monthly cell phone expense X number of months at home (use a reasonable business %): _____
- One-time expenses for eligible office expenses (stationery items, pens, folders, sticky notes, postage, toner, etc): _____
- Your annual expense amount is: (3A _____ X 3B _____) + 3C _____ + 3D _____ = 3E _____
- Your Deduction is: **Home-Office %** (See 1C) _____ X **Annual Expense \$** (See 3E) _____ = _____