

2021 New Work Space In Home Deductions

Flat Rate Method (Option 1)

To determine your eligibility for the flat rate method (\$2/day) please answer the following questions:

- You worked from home in 2021 due to the Covid-19 pandemic
- You worked more than 50% of the time from home for a period of at least 4 consecutive weeks in 2021
- You are only claiming home office expenses and are not claiming any other employment expenses (such as auto, tool or office supply expenses etc.)
- Your employer did not reimburse you for your home office expenses

Please note you must meet all of the above criteria to be eligible to use the temporary flat rate method.

If you are eligible for the temporary flat rate please provide the number of days you worked from home during the Covid-19 pandemic in 2021: _____

Detailed Method using form T2200S (Option 2)

For those of you not qualifying for the flat rate method, or if you choose to claim using your actual expenses, there is a second level of qualification. Please refer to the following website to determine your eligibility <https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-229-other-employment-expenses/work-space-home-expenses/who-claim/detailed-method.html>

If the eligibility criteria for this phase is met please provide me with the following:

- I confirm I meet the eligibility criteria for the detailed method claimed with the use of the T2200S form
- I have supporting documentation for all expenses listed

Total square footage of your work space in the home: _____

Total square footage of all finished areas in your home (including the workspace): _____

Is your workspace a dedicated work space or a shared work space (eg. dining room table): _____

If shared please provide me with the hours per day it is used for business: _____

Please provide me with your totals for the following eligible expenses for the periods you worked form home only:

Electricity _____ Heat _____ Water _____ Internet _____ Rep. & Maint. _____

If your home is rented as opposed to owned please provide me with your monthly rent: _____

Please include your T2200S form signed and completed by your employer

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2200s.html>

Name: _____