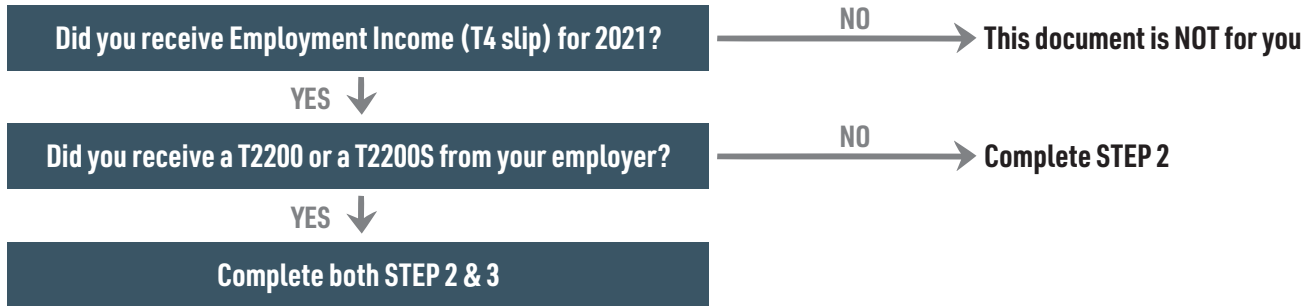


Many employees will be able to claim a deduction on their 2021 personal tax return for work space in home expenses. Follow the steps below as a simplified guide to assist in determining your claim.

STEP 1 ELIGIBILITY AND CHOOSING A METHOD



STEP 2 SIMPLIFIED CHART (TEMPORARY FLAT RATE METHOD)

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

If Yes, total number of days (250 days max.) you worked from home (full or part time) in 2021 due to COVID-19: _____

NOTE: ONLY WORKING DAYS QUALIFY - YOU CANNOT CLAIM WEEKENDS, HOLIDAYS, VACATION, SICK DAYS OR LEAVES.

STEP 3 DETAILED CHART (DETAILED METHOD)

IDENTIFICATION AND HOME INFORMATION		
Full Name	Employer	Email
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? Provide details.	Did you share this work space with anyone else? Provide details.

ALL EMPLOYEES

EXPENSE	AMOUNT FOR 2021*	
Rent		<i>NOTE: EXPENSES ARE FOR THE TIME PERIOD WORKING FROM HOME (NOT THE FULL YEAR).</i>
Utilities		
Home Internet Access		
Repairs/Maintenance		
EXPENSE	AMOUNT FOR 2021*	Employment Use %
Office Supplies		
Long distance phone calls made for work		
Cell Phone		

ONLY COMMISSIONED EMPLOYEES

EXPENSE	AMOUNT FOR 2021*	
Home Insurance		<i>NOTE: EXPENSES ARE FOR THE TIME PERIOD WORKING FROM HOME (NOT THE FULL YEAR).</i>
Property Taxes		
EXPENSE	AMOUNT FOR 2021*	Employment Use %
Cell Phone Lease		
Computer, Fax, etc. Lease		

*Net of any employer support. For descriptions of what can and cannot be deducted, [see this link](#).

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.

We will contact you if we need additional information / clarity.