



This worksheet will assist in the preparation of your 2020 income tax and benefit return if you are claiming home office expenses (work-space-in-the-home). Please fill out the following information and attach the signed T2200S Form *Declaration of Conditions of Employment for Working at Home Due to COVID-19* from your employer.

Simplified Detailed Method

Form T2200S (Signed by Employer)	Attached (Required)
Home Office Type (Select One)	Dedicated Home Office
	Common Area (e.g., dining room table)
Square Feet of Office or Common Area	
Total Square Feet of Home	
Work Hours per Week <i>(If using a dedicated home office enter 168)</i>	
% of Home Used for Work	
Home Expenses <i>(Enter the total for the year 2020)</i>	
Electricity	
Heat / Gas	
Water	
Home Internet Access Fees	
Maintenance <i>(Cleaning supplies, light bulbs, etc.)</i>	
Home Insurance <i>(Commission Employees Only)</i>	
Property Taxes <i>(Commission Employee Only)</i>	
Other Expense, Specify:	
Total Home Expenses	
Home Office Expense	