

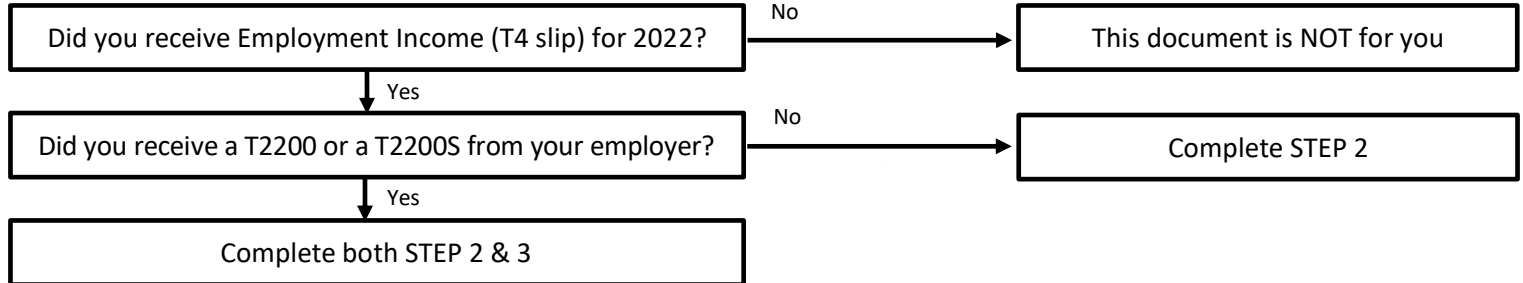
# EMPLOYEES WORKING FROM HOME IN 2022



Name: \_\_\_\_\_

Many employees will be able to claim a deduction on their 2022 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 2022 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 2022 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 2022*	Expense	Amount for 2022*
Rent		Home Insurance	
Utilities		Property Taxes	
Home Internet Access			
Repairs / Maintenance			

ALL EMPLOYEES			ONLY COMMISSIONED EMPLOYEES		
Expense	Amount for 2022*	Employment Use %	Expense	Amount for 2022*	Employment Use %
Office Supplies			Cell Phone Lease		
Long distance phone calls made for work			Computer, Fax, etc. Lease		
Cell Phone (basic fee)					

\*Net of any employer support.

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.

I will contact you if I need additional information / clarity.



Karen Fisher, CPA  
Chartered Professional Accountant