

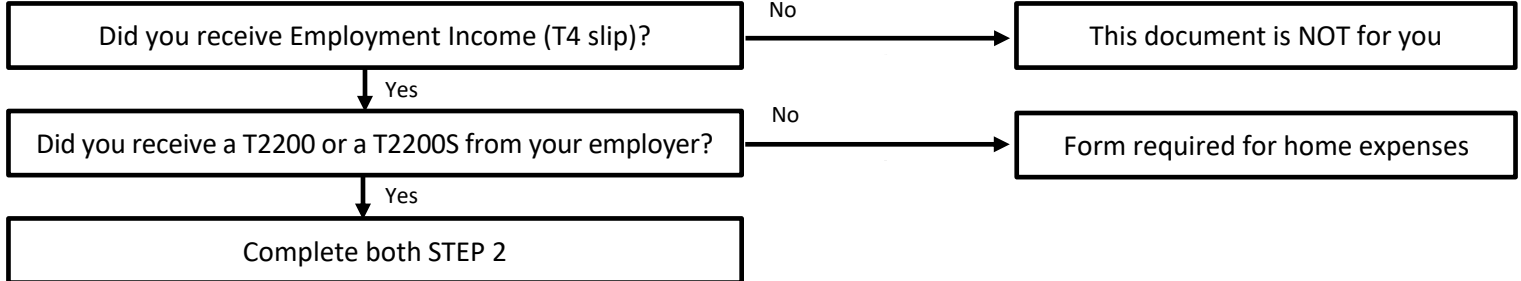
EMPLOYEES WORKING FROM HOME



Name: _____

Many employees will be able to claim a deduction on their 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



STEP 2 – DETAILED CHART

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 the year*	Expense	Amount for the year*
Rent		Home Insurance	
Utilities		Property Taxes	
Home Internet Access			
Repairs / Maintenance			

ALL EMPLOYEES			ONLY COMMISSIONED EMPLOYEES		
Expense	Amount for the year*	Employment Use %	Expense	Amount for the year*	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