

HOME OFFICE EXPENSE DETAILS

For SELF-EMPLOYED or CORPORATE only
(employees please see employee form)

NAME: _____

TAXATION YEAR: 20____

Expense	Amount	Expense	Amount		
Rent		Home Insurance			
Utilities		Mortgage Interest			
Home Internet Access		Strata Fees			
Cleaning supplies		Property tax			
Expense	Amount	Business Use %	Expense	Amount	Business Use %
Office Supplies			Cell Phone Lease		
Long distance phone calls made for work			Computer, Fax, etc. Lease		
Cell Phone					

Dates you worked from home _____

Home: Total finished sq. ft. ____

Work space: Total sq. ft. _____

Tips on claiming home office expenses:

- In order to claim expenses for using part of your home as a place of business, you must meet one of two tests:
 1. your home office is your principal place of business; **or**
 2. your home office is used exclusively for the purpose of earning income from business **and** is used on a regular and continuous basis for meeting clients, customers, or patients of your business
 - Home office expenses may also be claimed by employees if required by your employer. You must have a completed form [T2200](#) signed by your employer to make a claim. (please see employee form)
- In order to protect the tax-free nature of any gain you realize on the sale of your house, you should **not** claim capital cost allowance (depreciation) as an expense, nor should you claim any structural alterations you make to your house in order to accommodate your business activities. Canada Revenue takes the position that if you do either of the above, your residence will have undergone a "change in use" on the business portion of the house, and that portion will not be eligible for tax-free principal residence status.
- Additionally, you may lose your principal residence deduction on the **entire** property if CRA considers your claim for business-use of the home to be excessive. CRA has considered claims of 40% to 50% excessive in certain cases.
- Maintenance expenses that you can claim for your in-home business are restricted to those specifically related to the office. For example, if you pay someone to clean your office, this should be deductible, but claiming a portion of landscaping costs would not be.

Please save this form to your computer for your reference and
e-mail a copy to: info@smallbiztax.ca