



ACCOUNTING + FINANCIAL SERVICES

Home Office Expenses Checklist

Please use this form to provide us with your home office expenses for the year. Complete the rows as applicable.

Client Name:

Tax Year:

Total Square Footage of Home:

Total Square Footage Used for Business:

Expenses	Annual Amount (Totals)	Registered to a Personal Account or Business Account ?
BC Hydro (Electricity/Heat)		
Fortis (Heat)		
Water and Sewer (if separate from property taxes)		
Insurance		
Maintenance (must be relevant to your office space – ex. new flooring or paint)		
Mortgage Interest (only interest – no principal)		
Property Taxes		
Additional Levies		
Strata Fees		
Home Security		
Internet (not TV)		
Other		
Other		
Total Home Office Expenses		

Please note that if you are an employee who claims work from home/home office expenses, you must provide us with a T2200 form certified by your employer.

Salaried employees and commission employees cannot claim:

Mortgage interest
Principal mortgage payments
Home internet connection fees
Furniture
Capital expenses (replacing windows, flooring, furnace, etc)
Wall decorations

Salaried employees and commission employees can claim:

Electricity
Heat
Water
Utilities portion (electricity, heat, and water) of your condominium fees
Home internet access fees
Maintenance and minor repair costs
Rent paid for a house or apartment where you live

Commission employees can also claim:

Home insurance
Property taxes
Lease of a cell phone, computer, laptop, tablet, fax machine, etc. that reasonably relate to earning commission income

Contact Information

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