



Whistler Tax Solutions

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worksheet

B2

Home Office Expense worksheet for employees who receive a T4

**You MUST provide a T2200 (declaration of conditions of employment) filled out by employer to claim these expenses. Please submit T2200 with this form annually **

*You can deduct certain expenses you paid to earn employment income. You can do this only if your employment contract requires you to pay the expenses, **and** you didn't receive an allowance for them, or the allowance you received is included in your income.*

You can deduct expenses you paid for the employment use of a work space in your home, as long as you meet one of the following conditions:

- The work space is where you mainly (more than 50% of the time) do your work.*
- You use the workspace only to earn your employment income. You also have to use it on a regular and continuous basis for meeting clients, customers, or other people in the course of your employment duties*

Name: _____ **Year:** _____

Are you paid a salary, or paid by commission income? (tick relevant box)

Salary

Commission

Area of home used for business purposes (m³): _____

Total area of home (m³): _____

Please enter the **total** amount spent on the following categories (**including GST**) below. WTS will calculate the amount that you can claim on your tax return:

Heat, Water & Electricity _____

Maintenance _____

Property Taxes (commission employees only) _____

Insurance (commission employees only) _____

Rent _____