

## WORKING AT HOME DUE TO COVID-19

TAX YEAR: 2020

NAME: \_\_\_\_\_

Do you usually claim Employment Expenses? **Go to different worksheet:**  
[Employment Expenses Worksheet](#)

The Canada Revenue Agency (CRA) has created a new deduction for employees who were required or chose to work from home due to the COVID-19 pandemic. As an employee, you may be able to claim certain home office expenses. The deduction is claimed on your personal income tax return and may reduce your overall income tax liability. This is a temporary deduction for 2020.

[CRA Infographic: Working from home?](#)

If you are eligible to make a claim, there are two different methods to calculate the deduction from which you must choose. Detailed information is available on the CRA website:

[Home office expenses for employees](#)

### Are You Eligible?

TEMPORARY FLAT RATE ELIGIBILITY	YES	NO	
You worked from home due to the COVID-19 pandemic	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Temporary Flat Rate No = Not Eligible
You worked more than 50% of the time from home for a period of at least four consecutive weeks	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Temporary Flat Rate No = Not Eligible
You are only claiming home office expenses	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Temporary Flat Rate No = Claim Employment Expenses
Your employer did <u>not</u> reimburse you for <u>all</u> of your home office supplies	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Temporary Flat Rate No = Not Eligible
<b>YES TO ALL (FLAT RATE) – ELIGIBLE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NO TO ANY (FLAT RATE) – NOT ELIGIBLE FOR EITHER METHOD</b>

DETAILED METHOD ELIGIBILITY	YES	NO	
You were required to pay for expenses related to the work space in your home	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Detailed Method No = Temporary Flat Rate
Your workspace is where you mainly worked when you worked from home	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Detailed Method No = Temporary Flat Rate
Your expenses are used directly in your work	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Detailed Method No = Temporary Flat Rate
You have a completed and signed copy of Form T2200S, Declaration of Conditions of Employment for Working at Home Due to COVID-19, from your employer	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Detailed Method No = Temporary Flat Rate
<b>YES TO ALL (BOTH METHODS) – ELIGIBLE FOR EITHER METHOD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NO TO ANY (DETAILED METHOD) – USE TEMPORARY FLAT RATE</b>

The CRA also has checklists for determining your eligibility for Working at Home Due to COVID-19:

[Eligibility criteria - Temporary flat rate method](#)

[Eligibility criteria – Detailed method](#)



## Which Method Do I Choose?

The Temporary Flat Rate method is based on a claim of \$2 for each working day at home during 2020 (to a maximum of \$400).

The Detailed method allows for the proration of actual expenses related to your home work space. Please see the next page for a complete list of claimable expenses. **Using the detailed method does not always mean a larger deduction.** Please consider the following:

<b>TEMPORARY FLAT RATE</b>	<b>DETAILED METHOD</b>
No receipts required	Keep supporting documents and receipts
Do not require a T2200S from your employer	T2200S completed and signed by employer required
No calculation of work space details	Detailed calculation of workspace versus home size, and work hours versus non-working hours
Each worker can make a claim independent of other workers in the space	Each worker claims only their portion of the shared work space
The claim is not reduced by any partial reimbursement by the employer	The claim amount is based on actual expenses, and must be reduced by employer reimbursements
Potentially better results for workers who own their home, or share rent and/or share workspace	Potentially better results for workers who pay rent and use a large portion of their space
Preparation of tax return is simplified	Preparation of tax return is complex

You can also visit the CRA webpage: [Compare the claim methods](#)

## Keeping Costs Down

If you choose the Detailed Method of making your claim and wish to keep down the costs of tax preparation, please complete each applicable line on page three of this form.

OR

Use the CRA online calculator and provide the results to us. Go to: [Calculate your expenses](#)

## What Home Expenses are Not Allowed?

The purchase of computers, computer or office equipment, phones, furniture, chairs, office and other electronics. However, your employer may reimburse you up to \$500 if you provide receipts. Or, if your home office is not related to COVID-19, some of these items may be claimable if you qualify for claiming Employment Expenses.

Mortgage principal and interest, capital expenses, home internet connection and router fees, phone land line basic monthly rate and cell phone connection fees are also not claimable.

## How Do I Claim Other Employment Expenses?

If your employment at home is not related to the COVID-19 pandemic and/or you will be claiming vehicle, equipment or other expenses not related to your workspace at home, the Koroll & Company [Employment Expenses Worksheet](#) is better suited for your needs. You will need a completed and signed T2200, Declaration of Conditions of Employment, from your employer.



## Temporary Flat Rate Method

How many days did you work from home either full-time or part-time due to COVID-19? \_\_\_\_\_  
 (Do not include: regular day off, vacation days, sick leave or other leaves of absence)

## Detailed Method

**PROVIDE A COPY OF THE [T2200S DECLARATION OF CONDITIONS OF EMPLOYMENT FOR WORKING AT HOME DUE TO COVID-19](#) - COMPLETED AND SIGNED BY YOUR EMPLOYER**

**SALARIED EMPLOYEES TO COMPLETE SECTIONS A & B - COMMISSION EMPLOYEES TO COMPLETE ALL SECTIONS**

### **A) Allowable Expenses (if not reimbursed to you by your employer)**

Cell Phone (*business use portion/long distance*) \_\_\_\_\_  
 Land Phone (*business long distance only*) \_\_\_\_\_  
 Office Supplies (*consumables only*) \_\_\_\_\_

### **B) Home Work-Space Expenses**

Number of Days Worked from Home \_\_\_\_\_  
 Hours per Day Worked from Home \_\_\_\_\_  
 Square Footage of Total Home \_\_\_\_\_  
 Square Footage of Business Use Space \_\_\_\_\_  
 Number of Workers Using the Home Space \_\_\_\_\_

Internet Access Fees (*not modem or connection*) \_\_\_\_\_  
 Heat (*or utilities portion of condo fees*) \_\_\_\_\_  
 Electricity (*or utilities portion of condo fees*) \_\_\_\_\_  
 Water (*or utilities portion of condo fees*) \_\_\_\_\_  
 Maintenance, Fees and Repairs \_\_\_\_\_  
 Rent \_\_\_\_\_

### **C) Additional Allowable Expenses - Commission**

Cell Phone Rental or Lease \_\_\_\_\_  
 Computer and Peripherals Rental or Lease \_\_\_\_\_

### **D) Additional Home Work-Space Expenses - Commission**

Insurance \_\_\_\_\_  
 Property Taxes \_\_\_\_\_

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

[Introducing a simplified process for claiming the home office expenses](#)

[Home office expenses for employees](#)

[Frequently asked questions – Home office expenses for employees](#)

[Keeping records](#)

[Guide: T4044 Employment Expenses](#)

*Koroll & Company is a great resource for tax information!* [www.koroll.ca](http://www.koroll.ca)