

# Business Use of Home Expenses

Name \_\_\_\_\_ Phone \_\_\_\_\_ Tax year \_\_\_\_\_

To help us get the most out of your tax return, please fill out this form with as much information as you have available to you. If you aren't sure about a field, mark it with an asterisk or star and your Tax Expert will discuss it with you.

## Address

Is your address the same as the one on your tax return?  Yes  No

If no, please provide your address.

Address:	
City:	Postal Code:

## Eligibility

You can deduct expenses related to a workspace in your home if:

- The workspace is your principal place of business; or
- You use the workspace solely for the purpose of earning your business income and you use it on a regular basis for meeting your clients, customers, or other people for your business dealings.



Make sure you have receipts and other applicable documentation (e.g. a floorplan of your home) in case the CRA asks for proof of your expense claims.

## Business Use Allocation

Describe the size of your home and how much of that space is for business activities. It's helpful if you have a floorplan for reference.

	Square Feet	or	Square Meters
Total size of home			
How much of your home is used for business?			

What percentage of time do you use this space for business?

%

For example: if this space is **only** used for business, enter 100. If the space is a **shared space** like a bedroom or a den and is used 50% of the time for business, enter 50.

# Business Use of Home Expenses

## Expenses

Enter your home office expenses below. These need to be expenses you were not (and will not be) reimbursed for.

Please do not include your office supply or business phone expenses here. Enter them on your **Business Income and Expenses Summary Form**.

**If you are a GST/HST registrant and use the *Regular* method to report GST/HST** – enter your GST/HST amounts *separately* from your expense amounts in the table below.

**If you are not a GST/HST registrant** – enter the *total* amount for each expense (the amount *including* the GST/HST) in the first column of the table below.

<b>Type of expense</b>	<b>Total</b> <small>Excluding GST/HST for registrants</small>	<b>GST/HST</b> <small>Amounts</small>
Rent		NA
Condo (strata) fees		NA
Mortgage interest		NA
Property taxes		NA
Home insurance		NA
Utilities (electricity, heating, water, Internet access fees)		
Repairs and maintenance to your entire home (partially deductible)		
General maintenance and repairs to your workspace (fully deductible)		
Security alarm		

<b>Other expenses (please specify)</b>	<b>Total</b> <small>Excluding GST/HST for registrants</small>	<b>GST/HST</b> <small>Amounts</small>