

In Home Office Checklist



Name of Business _____

You can deduct expenses for the business use of a work space in you home, as long as you meet one of these conditions:

- It is your principal place of business, or
- You use the space only to earn your business income, and you use it on a regular and ongoing basis to meet your clients, customers, or patients' needs.

(Note: Employees are required to get a T2200 from their employer in order to deduct office in home expenses.)

If you use part of your home or rent a premises for both your business and personal

Address of home office _____

Square footage used of home office space _____ Total sqare footage of home _____

Total Yearly Payments and Maintenance

Electric	\$ _____	Maintenance	\$ _____
Home Telephone	\$ _____	Mortgage Interest ¹	\$ _____
Insurance ¹	\$ _____	Other	\$ _____
Natual Gas	\$ _____	Property Taxes	\$ _____
		Rent	\$ _____

¹Only commissioned employees and proprietorship / partnerships may claim house insurance and property taxes. Employees may not claim mortgage interest as an eligible expense for office in home.