



APPENDIX G - 2024 EMPLOYEE HOME OFFICE WORKSHEET

Only fill this out if you incurred expenses while working from home for more than 50% of the time for a period of at least 4 consecutive weeks as part of your employment and have a signed T2200 from your employer.

HOME OFFICE		
Same business use percentage as prior year?		Yes No
Total square footage of home	(J)	_____
Portion related to home office	(K)	_____
Business Use Percentage	(K/J)=G	_____
EXPENSES		
Heat		\$ _____
Electricity		\$ _____
Water		\$ _____
Home internet access fees		\$ _____
Maintenance related to full home / workspace only ¹		\$ _____
Home insurance (commission income employees only)		\$ _____
Property taxes (commission income employees only)		\$ _____
Rent		\$ _____
Other (mortgage payments are NOT deductible for employees):		\$ _____
Total Expenses	(H)	\$ _____
Business Use Percentage	(G)	_____
Business Portion	(H x G)=I	\$ _____

¹ Maintenance expenses include expenses paid that relate to the workspace as well as other areas of your home (you can claim a percentage of the expenses related to the workspace), or expenses related to the workspace only. Please indicate if the maintenance expenses relate to the full home or the workspace only.