



Home Office Expense Checklist

All information should be supported by receipts and/or paperwork. We do not need the supporting documentation; however, we highly recommend that you keep all paperwork on file in case of an audit.

Total Square footage of home	
Total Square footage of home used for business purposes	
% of home used for business purposes	

Note:

1. To deduct home expenses at least one of the following conditions must be met:
 - 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, patients, etc.
 - You use your home office for employment (T4) income and your employer will provide a T2200
2. The GST column below is only required if you are requesting a GST/HST rebate.

Expense	Subtotal	GST/HST	Total
Utilities			
Heat or Gas			
Hydro or Electricity			
Water			
Total Utilities			
Security			
Landscaping			
Repairs & Maintenance			
Home Insurance			
Water Heater			
Rent			
Mortgage Interest (from annual mortgage statement)			
Property Taxes			
Other - describe			

