

# DID YOU WORK FROM HOME DUE TO COVID-19?

## **Temporary Flat Rate Method** - \$2/day to a maximum of \$500.

- No certification from your employer is required.
- You must have worked from home for **four consecutive weeks**.
- You are **not claiming any other employment expenses**.
- Your **employer did not reimburse all** of your home office expenses.
- Days worked full-time or part-time count, but days off, vacation days, sick days or other absences are not to be included.

**Use this method:**  How many days did you work from home? \_\_\_\_\_



## **Simplified Detailed Method (T2200S) Only working from home expenses, supported by receipts.**

- Your employer will have to provide certification.
- You were required to pay for expenses related to the work space in your home and you have receipts.
- You must have worked from home for **four consecutive weeks**.
- You have a signed T2200S from your employer.
- The expenses being claimed were used directly in the work during the period.

**Use this method:**  and provide us with the signed T2200S and the following:

- area of your office
- % of time used for business if it is a mixed use space
- area of your home
- utilities
- maintenance costs
- insurance (commission only)
- property tax (commission only)



## **Detailed Method (T2200) Any Employment expenses, supported by receipts.**

- You worked from home as required by your employer.
- Your employer will have to provide certification.
- You were required to pay for expenses related to the work space in your home and you have receipts.
- You have other employment expenses. (i.e. vehicle, cell phone)
- You have a signed T2200 from your employer.
- The expenses being claimed were used directly in the work during the period.

**Use this method:**  and provide us with the signed T2200 and the following:

- area of your office
- % of time used for business if it is a mixed use space
- area of your home
- utilities
- maintenance costs
- insurance (commission only)
- property tax (commission only)