

**Home office Expenses for Employees**

For the time: \_\_\_\_\_ to \_\_\_\_\_

Area of home used for business: \_\_\_\_\_

Total area of home: \_\_\_\_\_

Electricity, heat, water. Home Internet access fees	
Maintenance (Cleaning supplies, light bulbs, etc.)	
Home Insurance (Commission Employee only)	
Property Taxes (Commission Employee only)	
Other expenses (Specify)	
Other expenses (Specify)	
<b>Total</b>	

**Home office Expenses for Self-employed**

For the time: \_\_\_\_\_ to \_\_\_\_\_

Area of home used for business: \_\_\_\_\_

Total area of home: \_\_\_\_\_

Heat	
Electricity	
Insurance	
Maintenance	
Mortgage Interest	
Property taxes	
Other expenses (Specify)	
Other expenses (Specify)	
<b>Total</b>	

- Please include all the expenses, including both personal and business portion as the software calculates the business portion based on the area used for the business.
- Keeping the receipts and proof of all the expenses are required in case CRA requests.