

PERSONAL INCOME TAX 2016 OFFICE IN HOME WORKSHEET

Client Name: _____

Home office expenses may be deducted where the office is the principal place of employment (more than 50%). If this condition is not met, home office expenses may be deducted if the home office is used on a regular and continuous basis for meeting customers or other persons in the course of employment **and** is used exclusively for employment purposes. This occurs when an individual has an office at their regular place of business and the home office is not the principal place of employment.

You can only deduct office in home expenses to the extent of your income (or commission income for commission salespersons). However, you can carry forward your home office expenses to a future year to reduce your income from that employment in that year.

Expense	Regular Employee	Commission Salesperson	Independent Contractor
Rent	Yes	Yes	Yes
Utilities	Yes	Yes	Yes
Repairs and maintenance	Yes	Yes	Yes
Home Insurance	No	Yes	Yes
Property taxes	No	Yes	Yes
Mortgage interest	No	No	Yes
Capital cost allowance	No	No	Yes

Area of home used for business _____ sq.ft.

Total area of home _____ sq.ft.

Expenses paid by you, in total, for 2016 for which you did not receive any reimbursement

Rent	\$ _____
Condominium fees	\$ _____
Electricity	\$ _____
Water and sewer	\$ _____
Natural gas	\$ _____
Security system	\$ _____
Minor repairs and maintenance	\$ _____
Insurance	\$ _____
Property taxes	\$ _____
Mortgage interest	\$ _____

Receipts should be retained in the event that Canada Revenue Agency (CRA) requests them.

Signature: _____ Date: _____