Home office worksheet

For employees who work from home, and for the self-employed.

How to use this worksheet

1. Type in the shaded boxes. Leave a box empty if it does not apply.

2. Totals add up by themselves in Adobe Acrobat Reader (free). In other apps, just leave them; we add them up.

3. Save the PDF and upload it in your organizer, with your receipts and slips.

	You type here	*Example*	Shows the format		Adds up by itself

Employees: your employer must fill in and sign form T2200. Ask HR or your manager for it, and upload it with this file. Other work costs you paid go in the employment expenses worksheet.

1. Your work space

You work from home as		
Do you rent or own your home?		
Size of your work space (sq ft)		*Length x width. A 10 ft x 12 ft room = 120*
Size of your whole home (sq ft)		*Finished living space only*
Work space share		
Is the space used only for work?		
If not, hours a week you use it for work		
Months you worked from home in 2026		*0 to 12*

2. Home costs for the whole year

Enter whole-home amounts. We work out the work part and which costs the rules allow for you. Enter everything that applies: we decide.

Cost	Notes	Amount paid in 2026
Rent	*If you rent*	
Electricity	*Your hydro bills*	
Heat	*Gas, oil or other heating*	
Water	*If you pay for it*	
Home internet	*Your monthly plan x 12*	
Water heater, furnace or A/C rental	*Monthly rental charges*	
Maintenance and repairs	*Small repairs, painting, furnace cleaning, light bulbs*	
Cleaning supplies and services	*Cleaning products, or a cleaner (the work-space part)*	
Home insurance	*Self-employed and commission employees*	
Property tax	*Self-employed and commission employees*	
Mortgage interest	*Self-employed only. Interest only.*	
Condo fees	*Self-employed only*	
Home security and protection plans	*Alarm monitoring, utility protection plans (we check)*	
Other	*Please explain in the notes below*	
Total		

Work part (rough) *We check which costs the rules allow for you.*

Notes for us

Anything we should know. For example: "I sold the old fridge" or "The tenant moved out in June."

Done? Save this PDF and upload it in your organizer, with everything else.
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