

## EMPLOYEE EXPENSES CHECKLIST 2021

(Please note, this is a **highly audited** area by the Canada Revenue Agency. We highly recommend using only accurate records to make your claim.)

Your Name: \_\_\_\_\_

**(Note: to claim office in home deductions, you must be working more than 50% of your time from home for all the claimed time)**

Were you required to work from home instead of at your employer's workplace due to COVID-19 restrictions? YES NO

**If yes**, do you meet the following requirements to claim under the temporary flat rate method? Check all that apply:

- 1. You worked more than 50% of your time from home for at least four consecutive weeks in 2021
- 2. You paid for expenses related to your home
- 3. You were not reimbursed for all of your expenses by your employer
- 4. You have no other employment expenses to claim

**If you meet all of the criteria above, provide the number of days you worked from home** \_\_\_\_\_

If you do not meet the above criteria but you have expenses to claim and receipts, provide a **T2200S (for office in home expenses only)** or a **T2200 (for multiple employment expenses)** signed by your employer.

	EMPLOYEE ONLY	COMMISSIONED SALES PERSON
Electricity		
Heat		
Water		
Maintenance		
Internet		
Insurance on Home		
Property Taxes		
Rent		
For dedicated office space: Size of home: _____ sq ft. Size of office: _____ sq ft.		
For workspace shared with personal use: Size of home: _____ sq ft. Size of office: _____ sq ft. Number of hours worked from home in the year: _____		
Explain time frames that you were working more than 50% of your time from home:		

Are you required to provide a vehicle for use in your employment? YES NO

**If yes**, fill in the chart below:

**AUTOMOBILE WORKSHEET**

	<b>1</b>	<b>2</b>	<b>3</b>
Automobile description			
Original price			
Year purchased			
Sale price			
Date sold (mm/dd/yy)			
Business km driven in the year**			
Personal km			
Total km			
Total Expenses:			
Gas & oil			
Insurance			
Licenses			
Repairs & maintenance			
Interest on loan			
Lease payments			

\*\*If you are unable to provide km details, please provide a total of km driven for each vehicle in the year and a reasonable estimate of the percentage of use for employment vs. personal. *Should you ever be audited, you will be asked for an automobile log at the time by the Canada Revenue Agency and if you are unable to provide one, your expenses will almost certainly be disallowed.*

<b>PLEASE PROVIDE A LIST OF ALL OTHER EMPLOYEE EXPENSES INCURRED THAT ARE NOT ON THIS CHECKLIST.</b>
Does the company you work for collect and remit GST on its products or services? YES NO
<b>If yes</b> , provide their GST number: