

Home Office Expenses Worksheet

Name of the tax filer

Property address

Year

Allocation of expense

Total area of home (sq. ft.)

Home area used for earn income

Expenses

Electricity

\$

Utilities: water

\$

Utilities: oil & gas

\$

Home Insurance

\$

Repairs and maintenance

\$

Other expense, specify

\$

Mortgage interest

\$

Property taxes

\$

Other expense, specify

\$

Please refer to the explanation below of each category on the form. For those who would like us to summarize the income and expense, please refer to table about what documents needed to provide to us.

Category	Example(s)	Document to Submit
Utilities	<ul style="list-style-type: none"> Utilities (water, electricity, gas, oil and cable etc) paid for your home 	<ul style="list-style-type: none"> Water, electricity, gas, internet monthly bills
Home Insurance	<ul style="list-style-type: none"> Insurance premiums paid for your home 	<ul style="list-style-type: none"> Insurance policy
Repairs & maintenance	<ul style="list-style-type: none"> Cost of labour and materials for minor repairs for your home office space; maintenance (eg. cleaning, alarm monitor etc) for your home office space 	<ul style="list-style-type: none"> Invoice or receipt from service provider
Mortgage Interest	<ul style="list-style-type: none"> Only the interest portion of the mortgage payment (not the repayment of the principal portion) is tax-deductible 	<ul style="list-style-type: none"> Mortgage Statement
Property Tax	<ul style="list-style-type: none"> Property tax paid for your home 	<ul style="list-style-type: none"> Property Tax Bills