

EMPLOYEES WORKING FROM HOME IN 2020 DUE TO COVID-19 – CLIENT DOCUMENT

Name: _____

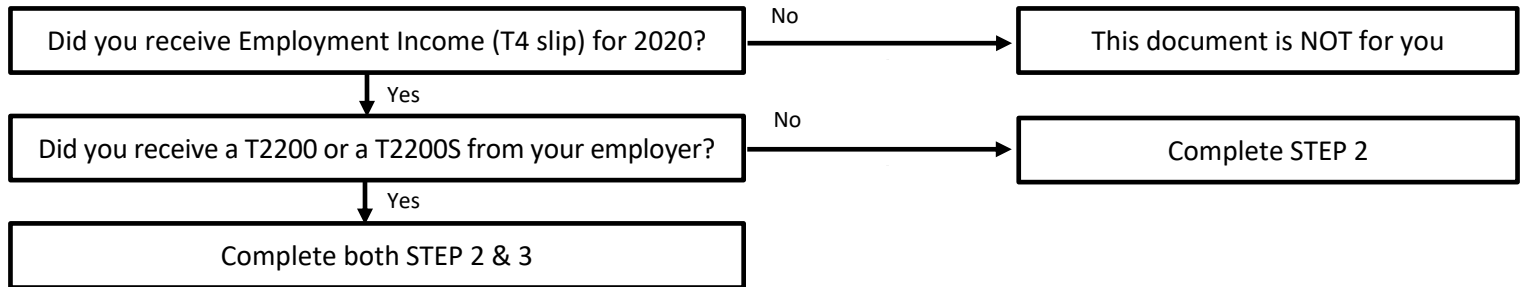
Did you work from your home in 2020 due to COVID-19? **Yes** **No**

If you answered 'yes' to the above question, please proceed in completing the remainder of this form.

If you answered 'no' to the above question, please altogether **disregard** the remainder of this form.

Many employees will be able to claim a deduction on their 2020 personal tax return for work space in home expenses. Follow the steps below as a simplified guide to assist in determining your claim.

STEP 1 – ELIGIBILITY AND CHOOSING A METHOD



STEP 2 – SIMPLIFIED CHART (TEMPORARY FLAT RATE METHOD)

A) Did you work from home more than 50% of the time for at least four consecutive weeks in 2020 due to COVID-19? YES / NO

B) If Yes, total number of days (200 days max.) you worked from home (full or part time) in 2020 due to COVID-19: _____

(Days worked count, while days off, vacation days, sick leave days or other leaves or absences do not count in the total number of days.)

STEP 3 – DETAILED CHART (DETAILED METHOD)

Dates you worked from home _____ Home: Total finished sq. ft. _____ Work space: Total sq. ft. _____

Did you receive any reimbursements / allowances from your employer for your work space at home? Provide details.	Was your work space used only for employment? If not, how many hours / week was it used for employment?	Did you share this work space with anyone else? Provide details.

ALL EMPLOYEES		ONLY COMMISSIONED EMPLOYEES	
Expense	Amount for 2020*	Expense	Amount for 2020*
Rent		Home Insurance	
Utilities		Property Taxes	
Home Internet Access			
Repairs / Maintenance			

ALL EMPLOYEES			ONLY COMMISSIONED EMPLOYEES		
Expense	Amount for 2020*	Employment Use %	Expense	Amount for 2020*	Employment Use %
Office Supplies			Cell Phone Lease		
Long distance phone calls made for work			Computer, Fax, etc. Lease		
Cell Phone					

*Net of any employer support. For further descriptions of what can and cannot be deducted, follow this [link](#).

We will contact you if we need additional information / clarity.

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