

# Business Use of Home

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

Tax Year: \_\_\_\_\_

Expense:

Total for the Year \$

Gas

Hydro

Insurance

Mortgage Interest

Property Tax

Rent

Repairs and Maintenance

Utilities

Other:

\_\_\_\_\_

\_\_\_\_\_

**Total**

**D**

Square footage of Home Office

**A**

Total Square Footage of Home

**B**

Business Use Percentage

$A \div B \times 100\% = C$

**Business Use of Home Claim Amount**

**D x C**

**\* While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.**