

The Canada Revenue Agency (CRA) recently released information regarding a new temporary flat rate method, in place for 2020 only, to claim a deduction for home office expenses as long as you meet the eligibility criteria. For example, if you worked from home more than 50% of the time for a period of at least four consecutive weeks, you can claim \$2 for each day you worked at home during that period, plus any other days worked at home in 2020 due to COVID-19, up to a maximum of \$400.

If you want to claim the actual amounts you paid for your home office expenses, you will need to complete Form T777S and get a completed and signed Form T2200S (simplified for COVID-19). Please refer to the information provided by CRA to determine which option is best for you.

- The CRA has made the home office expenses deduction available to more Canadians and simplified the way employees can claim these expenses on their personal income tax return for the 2020 tax year.
- Employees who worked from home more than 50% of the time over a period of a least four consecutive weeks in 2020 due to COVID-19 will now be eligible to claim the home office expenses deduction for 2020. The use of a shorter qualifying period will ensure that more employees can claim the deduction than would otherwise have been possible under longstanding practice.
- A new temporary flat rate method will allow eligible employees to claim a deduction of \$2 for each day they worked at home in that period, plus any other days they worked from home in 2020 due to COVID-19 up to a maximum of \$400. Under this new method, employees will not have to get Form T2200 or Form T2200S completed and signed by their employer.
- To simplify the process for employees choosing the detailed method, the CRA has launched simplified forms (Form T2200S and Form T777S) and a calculator designed specifically to assist with the calculation of eligible home office expenses.
- The CRA has also published a number of resources to assist both employees and employers, including the Home office expenses for employees web pages, Simplifying the process for claiming a deduction for home office expenses for employees working from home due to COVID-19, Employer-provided benefits and allowances: CRA and COVID-19 backgrounders, as well as Frequently asked questions – Home office expenses for employees, and an Infographic: Working from home?
- The Department of Finance Canada's Fall Economic Statement 2020: Supporting Canadians and Fighting COVID-19.

The CRA website has many resources that can help you understand this deduction and its benefits, including a new calculator (see link below), frequently asked questions and a backgrounder. Additional links to assist you have also been included below:

- Learn more about the changes
- Compare all three claim methods
- Learn how about who can claim
- Determine your work space use

- Review expenses that can be claimed including a comprehensive list of eligible home office expenses
- Calculate home office or work space expenses

Please note that all inquiries should be directed to the CRA's website or you can also contact the CRA's General Enquiries line.