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Name: _____

Year: _____

Employment expenses: Temporary Flat Rate - \$2/day

The CRA announced that eligible employees working from home in 2021 due to the COVID-19 pandemic can claim \$2 for each day they worked from home in 2021 up to a maximum of \$500. This does not require employer certification.

* If you intend to claim actual amounts you paid, please refer to the "Employment Expenses Checklist Form" on our website for requirements and eligibility. This will require employer certification.

Please confirm eligibility:

- You worked from home in 2021 due to the COVID-19 pandemic
- You worked more than 50% of the time from home for a period of at least four consecutive weeks
- You are only claiming home office expenses and not claiming any other employment expenses
- Your employer did not reimburse you for all of your home office expenses

Days that can be counted:

- ✓ Days you worked full-time hours from home
- ✓ Days you worked part-time hours from home

Days that cannot be counted:

- ✗ Days off
- ✗ Vacation days
- ✗ Sick leave days
- ✗ Other leave or absence

_____ Number of days worked at home in accordance with the above.

Prepared by: _____

Date: _____

"Where everybody counts"