

Home Office Expenses due to COVID-19 Option 1 Temporary Flat Rate Method

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| Client Name |
| Tax Year: |

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Note: This method can be used if the employee worked more than 50% of the time from home for a period of at least a month (must be four consecutive weeks) in 2020 due to COVID-19. With this method, the employee can claim \$2 a day for up to a maximum of \$400. No forms are required from the employer and no documents are required to be kept by the employee to support this claim.

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| Number of days you worked from home in 2020 due to COVID-19 |
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