COAST MOUNTAIN ACCOUNTING

CPA CHARTERED PROFESSIONAL ACCOUNTANTS

6-1366 Aster Street, Pemberton, BC | Phone 778-887-4664 | coastmountainaccounting.com

Work-Space-In-The-Home Questionnaire

Please complete the fields below (click a field and type, or choose from the drop-down lists), save the file, and email it back to us. Fields marked with * are required on our online form.

How to return this form

Please email the completed form to info@coastmountainaccounting.com. Questions? Call 778-887-4664

Eligibility Criteria

EMPLOYEES: You can deduct expenses you paid in the year for the use of a work space in your home, as long as you meet ONE of the following conditions:

- The work space is where you mainly (more than 50% of the time) do your work; OR
- You use the space only to earn your employment income and you use it on a regular and continuous basis for meeting clients, customers, or other people in the course of your duties.

Ensure you have a completed and signed copy of Form T2200, Declaration of Conditions of Employment, from your employer.

SELF-EMPLOYED: You can deduct expenses for the business use of a workspace in your home, as long as you meet ONE of the following conditions:

- It is your principal place of business.
- You use the space only to earn your business income, and you use it on a regular and ongoing basis to meet your clients, customers, or patients.

Your Information

Tax Year *

2026

Employee or Self-Employed *

Select...

Business Name *

Business Address *

City *

Province/Territory or State *

British Columbia

Postal Code *

The Work Space

Is the space a common space or a designated space? *

Select...

(1) A designated space is typically a room in the house that contains primarily an office, i.e. set up as an office. (2) A common space is typically the kitchen table or the sofa or a shared space, i.e. a desk in what is primarily a bedroom.

How many hours, on average, do you spend working in the space, per week? *

Total Area of Work Space (Sq. Ft.) *

Total Area of Home (Sq. Ft.) (Finished space) *

Annual Expenses

Enter annual totals for the whole home.

Electricity / Heating (annual total)

Repairs and Maintenance (annual total)

Rent (annual total)

Property Taxes (annual total)

Home Insurance (annual total)

Municipal Expenses (annual total)

Strata Fees (annual total)

Are the expenses above inclusive or exclusive of GST? *

Select...

Mortgage Interest (don't include principal)

When finished, save this file and email it to info@coastmountainaccounting.com.

Please do not include your SIN, business or CRA account numbers, or banking details in this file. Call us at 778-887-4664 if we need them.