

This form is to acknowledge your request for, UNBC, as your employer, to provide you with a T2200S form to enable you to complete a detailed claim for home office expenses in the 2021 tax year.

In order to process this form, we kindly ask that you attest to the following, acknowledging you both understand your options for claiming home office expenses, and have a thorough understanding of your obligations in completing a detailed claim.

1. I understand that the government has created a simplified method for claiming home office expenses for the tax year, that will not require me, as an employee, to complete a detailed claim, provide proof of expenses, or request a T2200S from my employer.

The simplified method will allow employees who worked from home due to COVID-19 more than 50 percent of the time for at least four consecutive weeks during the pandemic, to claim an amount of \$2 per working day (up to a maximum amount of \$400 for 2020 and \$500 for 2021 and 2022). Requesting a T2200S form from my employer means that I wish to claim an amount above the maximum amount allowed by the simplified approach, and will require additional documentation and proof to do so.

2. I understand that when completing a detailed claim using the T2200S form, I may be required to provide additional documentation and proof for my claim to the government, which may be subject to audit.

I acknowledge that I can access the following government resources to help me assess my eligible expenses and understand my legal obligations:

A comprehensive [list](#) of eligible expenses; and

A [calculator](#)