

2021 Tax Year - T2200S

Request, Confirm or Download T2200S ([Employee Self-Service Portal](#) [1])

Due to work from home requirements relating to the COVID-19 pandemic, the Canada Revenue Agency (CRA) has provided two methods for individuals to claim their home-based work expenses relating to both the 2020 and 2021 tax years:

1. Temporary simplified method

Under this method, employees who worked at home due to COVID-19 more than 50% of the time for at least four consecutive weeks during the tax year, can claim an amount of \$2 per working day (up to a maximum deduction of \$400 for 2020 and \$500 for 2021). **This simplified method does not require you to obtain a T2200/T2200S form or maintain documented receipts to validate your claim.**

2. Detailed claim method

This method will require individual to provide additional detail to calculate the deduction and maintain documented receipts. **To make a detailed claim, an individual will require a T2200S confirmation of employment form.** Upon request, the University of Guelph will issue a T2200S form for individuals required to work from home due to COVID-19, to validate the conditions of employment.

Employees are encouraged to consult the [Canada Revenue Agency](#) [2] or income tax professionals prior to requesting a T2200S and for any questions regarding their ability to claim home office expenses.

T2200S REQUEST FORM PROCESS

For employees wishing to request a T2200S, the new online request form is available on the Human Resources [Employee Self Service Portal](#) [3]

As part of the request process:

1. Employees must complete the request form and submit to their manager, department head or authorized delegate.
2. Managers, department head or authorized delegates are asked to confirm to the best of their knowledge, the information provided on the request form.
3. Completed requests forms authorized by Human Resources will be available for download through the Employee Self-Service portal within 7 days of your request.

Please note an authorized form only validates that there is a condition of employment requiring an employee to work from home because of the COVID-19 pandemic. An authorized form does not specify or provide the value of eligible deductions, as that is a personal tax matter. In the event of a CRA audit, individuals must prepare and present valid proof of any deductions they have claimed.

If you have any questions regarding the T2200S Request form please contact Beata Gnatek-Wachalska – Payroll Coordinator, Payroll Services at bgnatekw@uoguelph.ca [4]

Previous Communications

[2020 Tax Year - T2200S Communication \(January 14, 2021\)](#) [5]

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Published on Human Resources (<https://www.uoguelph.ca/hr>)

Source URL: <https://www.uoguelph.ca/hr/staff-faculty/pay/2021-tax-year-t2200s>

Links

[1] <https://hr.uoguelph.ca/employeeportal/> [2] <https://www.canada.ca/en/revenue-agency/services/tax/individuals/to-pics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-229-other-employment-expenses/work-space-home-expenses/calculate-expenses.html> [3] <http://hr.uoguelph.ca/employeeportal/> [4] <mailto:bgnatekw@uoguelph.ca> [5] <https://www.uoguelph.ca/hr/system/files/2020%20Tax%20Year%20-%20T2200%20Communication.pdf>