

EMPLOYMENT EXPENSES

Please provide us with your **other employment expenses** *not* reimbursed by your employer (including meals, lodging, travel, parking, promotion, supplies, cell phone/telephone charges—*NOTE: restrictions apply and vary depending on whether you are a commissioned salesperson*).

Please remember to provide us with a completed and signed T2200 “Declaration of Conditions of Employment” from your employer. If you have any questions, please contact the office and we can assist you.

Accounting and legal fees	_____
Advertising and promotion	_____
Meals and Entertainment (total)	_____
Lodging	_____
Parking	_____
Supplies	_____
Other (provide details)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WORK SPACE IN THE HOME:

Area of home used for business (s.f.) _____

Total area of home (s.f.) _____

PLEASE ENTER TOTAL COSTS - DO NOT PRORATE

Heat _____

Electricity _____

Water _____

Maintenance and Repairs _____

Mortgage Interest **NOT ELIGIBLE**

COMMISSIONED EMPLOYEES ONLY

Insurance _____

Property Taxes _____

AUTOMOBILE EXPENSES (Not Including GST/HST)

	Vehicle 1	Vehicle 2
Make of vehicle	_____	_____
Date of acquisition	_____	_____
Date of disposition (if in the year)	_____	_____

Cost before GST&PST / HST

Please provide purchase or lease agreement that details, as applicable, the purchase price, trade-in value, down payment and Manufacturers List Price.

GST&PST / HST _____

Km driven for business	_____	_____
Km driven in year (total)	_____	_____

*PLEASE ENTER TOTAL COSTS
DO NOT PRORATE*

Total expenses incurred

Fuel (gasoline and oil)	_____	_____
Maintenance and repairs	_____	_____
Insurance	_____	_____
License and registration	_____	_____
Interest	_____	_____
Monthly Lease Cost*	_____	_____
Auto club (CAA)	_____	_____
Car washes	_____	_____
Parking	_____	_____
Other (provide details)	_____	_____