

EMPLOYMENT EXPENSES

Please remember to provide us a completed and signed T2200 "Declaration of Conditions of Employment from your Employer." If you have any questions about this, please contact us.

Accounting and legal fees			*
Advertising			*
Meals and entertainment (Please do not prorate)			*
Business tax, fees, licenses, dues, memberships			*
Office supplies (Please provide details of expenses over \$500)			
Equipment leasing			*
Rent			
Salaries/Wages			
407 Tolls			
Parking			
Other Travel			
Cell Phone (Total)			
Business Use Percentage			
Other (provide details)			
Sub-Total			

** These expenses are only eligible for commission-paid employees.*

WORKSPACE IN THE HOME EXPENSES

Area of Home Used for Business (sqft)		A
Total area of home (sqft)		B
Business Use % (A/B)		

PLEASE ENTER TOTAL COSTS, DO NOT PRORATE

Electricity		
Heat		
Water		
Maintenance and repairs		*
Home Internet		
Rent		
Security		
Mortgage Interest	NOT ELIGIBLE	
Sub-Total		

FOR COMMISSIONED EMPLOYEES ONLY		
Property Taxes		
Home Insurance		

** Can only include items specific to the the home office (cleaning supplies, light bulbs, etc.)*

AUTOMOBILE EXPENSES

responsibility to provide this log to CRA should they request. If you have questions, please email the office with any questions

Year, Make and Model:		
Acquisition Date:		(MM/DD/YYYY)
Disposal Date:		(MM/DD/YYYY)
KM Driven for business		A
Total KM Driven during the year		B
Business Use % (A/B)		

PLEASE ENTER TOTAL COSTS, DO NOT PRORATE

Fuel	
Maintenance and repairs	
Insurance (Automobile only)	
License and registration	
Interest	
Lease costs	
Auto Club (eg CAA)	
Oil Changes and Car Washes	
Parking	
Sub-Total	

If you have acquired an new vehicle of lease during the year, please be sure to provide us the purchase agreement, financing agreement and/or lease agreement. Please ensure you also provide us with information regarding the disposal of your old vehicle. If you have multiple vehicles that you use for business, please use a new sheet for each additional vehicle.