

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	*
Legal, accounting and other professional fees	
Rent	
Salaries/Wages	
407 Tolls	
Parking	
Other Travel	
Cell Phone Please provide personal use %	
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

PLEASE ENTER TOTAL COSTS, DO NOT PRORATE

Heat

Electricity

Maintenance and repairs

Mortgage Interest

Water

Security

Rent

Other (provide details)

Total

FOR COMMISSIONED EMPLOYEES ONLY

Property Taxes

Insurance

AUTOMOBILE EXPENSES

Make of Vehicle

Date of Acquisition

Date of Disposition

If you have acquired a new vehicle or 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 email us for additional worksheets that you can utilize.

KM Driven for business	A
Total KM Driven during the year	B

Please note, CRA requires you maintain a log of all your business KM and total KM travelled during the year. It is your responsibility to provide this log to CRA should they request. If you have questions, please email the office with any questions

PLEASE ENTER TOTAL COSTS, DO NOT PRORATE

Fuel

Maintenance and repairs

Insurance

License and registration

Interest

Lease costs

Auto Club (eg CAA)

Oil Changes and Car Washes

Parking

Sub-Total