

Employment Expenses

Tax Year _____ Please attach your T2200

New clients please provide prior year tax return

DEDUCTIBLE EXPENSES	WORK-SPACE-IN-THE-HOME
_____ CLIENT MEALS & ENTERTAINMENT	_____ TOTAL AREA OF HOME
_____ ACCOUNTING & LEGAL FEES	_____ AREA OF HOME USED FOR WORKSPACE
_____ ADVERTISING & PROMOTION	_____ HEAT *Utilities portion of your condo fees
_____ LODGING	_____ HYDRO
_____ PARKING	_____ WATER
_____ GENERAL OFFICE SUPPLIES	_____ INTERNET
_____ CELL PHONE	_____ MAINTENANCE OF WORKSPACE
_____ TRADESPERSON TOOLS	_____ RENT PAID WHERE YOU LIVE
_____ APPRENTICE MECHANIC TOOLS	_____ HOME INSURANCE (commission employees only)
_____ OTHER EXPENSES	_____ PROPERTY TAXES (commission employees only)

MOTOR VEHICLE EXPENSES	
<input type="checkbox"/> OWN VEHICLE <input type="checkbox"/> FINANCED	LEASE VEHICLE
_____ DATE PURCHASED	_____ START DATE
_____ PURCHASE PRICE	_____ END DATE
*Attach purchase agreement for <u>new</u> vehicle/ <u>new</u> client	_____ LEASE PAYMENTS
DESCRIPTION OF VEHICLE (YEAR / MAKE / MODEL) _____	
KILOMETRES DRIVEN IN THE TAX YEAR TO EARN INCOME _____	
TOTAL KILOMETRES DRIVEN IN THE TAX YEAR _____ WORK % _____	
PLEASE INCLUDE FULL TOTALS FOR THE TAX YEAR *Expenses will be reduced to reflect work percentage	_____ GAS / FUEL _____ REPAIRS & MAINTENANCE _____ INSURANCE _____ LICENCE & REGISTRATION FEE _____ INTEREST ON CAR LOAN (FINANCED) _____ CAR WASHES _____ TOLLS (407) _____ PARKING _____ OTHER

Keep all receipts for 6 years. Information may be subject to review by CRA. Tax return prepared based on information provided.

Client Signature: _____