

EMPLOYMENT EXPENSES CHECKLIST

1. EMPLOYMENT EXPENSES

[Employees Only]

- Must attach form T2200 from employer.
- Do not include reimbursed expenses
- NOTE: restrictions apply and vary depending on whether you are a
commissioned salesperson

Expenses	<u>TOTAL (\$)</u>
Accounting and other professional fees	_____
Advertising & promotion	_____
Leasing cost for cellular phone	_____
Leasing cost for computer	_____
Lodging	_____
Meals and entertainment (total)	_____
Office and stationery	_____
Memberships and subscriptions	_____
Postage, delivery, courier	_____
Salary paid to substitute or assistant	_____
Supplies	_____
Telecommunications expenses	_____
Travel	_____
Apprentice mechanic tools expenses	_____
Musical instrument cost	_____
Capital cost allowance for musical instrument	_____
Artists' employment expense	_____

Other (provide details)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. AUTOMOBILE EXPENSES:

(provide total expense (do not prorate) for each vehicle used for business purposes during the year)

	Vehicle 1	Vehicle 2
Make of vehicle	_____	_____
Date of acquisition	_____	_____
Date of disposition (if in the year)	_____	_____
Cost before GST and PST *	_____	_____
GST and PST	_____	_____
Km driven for business	_____	_____
Km driven in year (total)	_____	_____
Total expenses incurred		
Monthly lease cost	_____	_____
Fuel and oil	_____	_____
Maintenance and repairs	_____	_____
Insurance	_____	_____
License and registration	_____	_____
Interest	_____	_____
Auto club (CAA)	_____	_____
Car wash	_____	_____
Parking	_____	_____
Tolls	_____	_____
Other (provide details)	_____	_____

ALSO INCLUDE:

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| <ul style="list-style-type: none"> • Auto purchase agreement (showing purchase price, trade-in value and down payment) or • Lease term sheet (showing Manufacturers List Price and down payment) |
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3. WORK SPACE IN THE HOME: (provide total expense - do not prorate)

Office area (s.f.)	_____
Total area (s.f.)	_____
Property taxes (Commission Employee only)	_____
Insurance (Commission Employee only)	_____
Rent	_____
Heat	_____
Electricity	_____
Water	_____
Repairs and maintenance	_____
Security	_____
Other (provide details)	_____