



Employment Expense Tax Checklist

Client Name _____

Company name (T4) _____

INCOME

Employment income _____
 Total commissions (included in employemnt income) _____

EXPENSES

Accounting and Legal _____
 Advertising _____
 Lodging _____
 Meals and Entertainment _____ x 50%
 Supplies _____
 Telephone _____
 Utilities _____
 Other (provide description) _____

BUSINESS USE OF HOME

Complete this section if you used a home office during the prior year and wish to claim expenses

Square footage of office _____ sq. ft.
 Total square footage of home _____ sq. ft.
 _____ %

Electricity _____
 Heat _____
 Insurance (*Commission employee only*) _____
 Maintenance _____
 Property Taxes (*Commission employee only*) _____
 Other (provide description) _____

*Note that to claim home office, this must be the place where you mainly do your work. Your home office must be exclusively used for earning income, and used on a regular and continuous basis for meeting customers or other persons in the course of performing your work.

MOTOR VEHICLE EXPENSE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for from the prior year

Client Name: _____

VEHICLE SPECIFICATIONS

Year _____
Make _____
Model _____
Date of purchase (if owned) _____
Original Purchase price - including GST _____

EMPLOYMENT USE CALCULATION

*Please use the following section to calculate your employment use, or provide an approximate %
Note that CRA has increased its scrutiny on automobile expenses and has recently
disallowed claims where no logbook was used to track actual usage*

Odometer reading at January 1 _____ km
Odometer reading at December 31 _____ km
Kilometers driven for business use _____ km
Business use portion _____ %

EXPENSES

Fuel and oil _____
Maintenance and repairs _____
insurance _____
License and registration _____
Loan interest (request statement from bank if owned) _____
Lease payments _____
Parking _____