



Employment Expense Tax Checklist

Please send Cahill the **signed 2024 T2200 from your employer*

Client Name	
Company Name (T4)	

Income

Employment income	
Total Commissions (included in employment income)	

Expenses

Accounting and Legal	
Advertising	
Lodging	
Meals and Entertainment	x 50% =
Supplies	
Telephone	
Utilities	
Other: (Provide Description)	

Business Use of Home

Square Footage of Office		Sq. ft.
Total Square Footage of Home		Sq. ft.
Electricity		
Heat		
Insurance		
Maintenance		
Property Taxes (commission employee only)		
Rent		
Other: (Provide Description)		



Motor Vehicle Expense Summary

Client Name	
Vehicle Specifications	
Year	
Make	
Model	
Date of Purchase <i>(if owned)</i>	
Original Purchase Price – including GST	
Employment Use Calculation	
Odometer reading at January 1st	km
Odometer reading at December 31st	km
Kilometers Driven for Business Use	km
Business use Portion	%
Expenses	
Fuel and Oil	
Maintenance and Repairs	
Insurance	
License and Registration	
Loan Interest <i>(request statement from the bank if owned)</i>	
Lease Payments	
Parking	