

Employment Expense Tax Checklist

Please send Cahill the **signed 2025 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 (request statement from the bank if owned)		
Lease Payments		
Parking		