

Tax Checklist: Employment Expenses

Our low tax preparation fee for Employment Expenses is only for those who complete this worksheet. Additional fees will be charged if you do not complete this form. Thank you for your cooperation!

Name: _____
E-mail: _____

Tel.: _____
Tax Year: _____

Do you have a T2200 form "Declaration of Conditions of Employment" signed by your employer? Y or N
*****If you do not have this completed form you will not qualify for any employment expenses deductions.*****

Are you on a salary? Y or N

Do you earn commission income? Y or N

Expenses

General

Accounting & legal fees _____
Advertising & promotion _____
Allowable motor vehicle expenses _____
Entertainment expenses _____
Lodging _____
Parking _____
Supplies (postage, stationary, etc.) _____
Musical instrument costs _____
Artist's employment expenses _____
Tradesperson's tools expenses _____
Other _____

Motor Vehicle (expenses you paid for)

Total kilometers for the year _____
Total kilometers for employment income _____
Fuel _____
Maintenance & repairs _____
Insurance _____
License & registration _____
Leasing _____
Other _____
Did you acquire a new vehicle or is it 1st yr with allowed employment expenses _____
Price of NEW vehicle \$ _____
Year & Make _____
Market Value of OLD vehicle \$ _____
Year & Make _____
Interest on vehicle loan \$ _____
Is it a leased Vehicle _____

Home Office

Area of home used for business: _____ sq ft or Total # of rooms: _____
Total area of home: _____ sq ft or # of rooms used for business: _____
Heat: _____
Electricity: _____
Insurance: _____
Maintenance: _____
Mortgage interest _____
Property taxes _____
or Rent _____

*****PLEASE NOTE ALL ITEMS ABOVE MAY NOT BE APPLICABLE TO YOUR SITUATION.*****

Comments:
