

**Tax Worksheet: 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: \_\_\_\_\_ Tax Year: \_\_\_\_\_

**YOU MUST have a T2200 form "Declaration of Conditions of Employment" signed by your employer. Please attach.**

**\*\*\*\*\*IF YOU DO NOT HAVE THIS T2200 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**

1. Accounting & legal fees \_\_\_\_\_
2. Advertising & promotion \_\_\_\_\_
3. Entertainment expenses \_\_\_\_\_
4. Lodging \_\_\_\_\_
5. Parking \_\_\_\_\_
6. Supplies (postage, stationary, etc.) \_\_\_\_\_
7. Musical instrument costs \_\_\_\_\_
8. Artist's employment expenses \_\_\_\_\_
9. Tradesperson's tools expenses \_\_\_\_\_
10. Cell phone \_\_\_\_\_
11. Long-distance \_\_\_\_\_
12. Other (details) \_\_\_\_\_

**Motor Vehicle** (Total expenses you paid for)

1. Car make \_\_\_\_\_ Year \_\_\_\_\_
2. Approx value of vehicle \_\_\_\_\_
3. Total kilometers for the year \_\_\_\_\_
4. Total kilometers for employment income \_\_\_\_\_
5. Fuel \_\_\_\_\_
6. Maintenance & repairs \_\_\_\_\_
7. Insurance \_\_\_\_\_
8. License & registration \_\_\_\_\_
9. Leasing \_\_\_\_\_
10. Other \_\_\_\_\_
11. Did you acquire a new vehicle or is it the 1<sup>st</sup> yr with allowed employment expenses? \_\_\_\_\_  
 Price of NEW vehicle \_\_\_\_\_  
 Make & Year \_\_\_\_\_  
 Market Value of OLD vehicle \_\_\_\_\_  
 Make & Year \_\_\_\_\_  
 Interest on vehicle loan \_\_\_\_\_  
 Is it a leased Vehicle? \_\_\_\_\_  
 (please include your lease documents)

**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: \_\_\_\_\_
1. Heat: \_\_\_\_\_
  2. Electricity: \_\_\_\_\_
  3. Rent: \_\_\_\_\_
  4. Insurance: \_\_\_\_\_
  5. Property taxes: \_\_\_\_\_
  6. Maintenance: \_\_\_\_\_
  7. Other (details) \_\_\_\_\_
  8. Phone (only dedicated business line if required by employer; not personal home phone) \_\_\_\_\_

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
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