

Employment Expenses

2018 Tax Worksheet

You must have a T2200 form “Declaration of Conditions of Employment” signed by your employer to be eligible for these deductions. Please provide a copy along your this completed worksheet.

YOUR INFO

Your Name	Tax Year
Are you on salary? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you earn commission income? Yes <input type="checkbox"/> No <input type="checkbox"/>

All items below might not apply to your situation.

GENERAL EXPENSES

HOME OFFICE USE (only)

Accounting & legal fees	Area of home used for business [sq ft]
Advertising & promotion	Total area of home [sq ft]
Entertainment expenses	# of rooms used for business
Lodging	Total # of rooms
Parking	Heat [total amount of personal + biz]
Supplies [postage/ stationary/ etc]	Electricity [total]
Musical instrument costs	Insurance [total]
Artist’s employment expenses	Maintenance [total]
Tradesperson’s tool expenses	Phone [only dedicated biz line, NOT personal]
Cell phone	Property tax
Long distance	Rent
Other [details]	Other [details]

MOTOR VEHICLE EXPENSES

Car / make / year	Did you acquire a new vehicle or is this the 1 st year with allowed employment expenses? Yes <input type="checkbox"/> No <input type="checkbox"/>
Approximate value	
Total kilometres for the year	Price of new vehicle
Total kilometres for employment income	Make / year
Lease payments	Market value of OLD vehicle
Start date of lease	Make / year
Fuel [total biz + personal]	Interest on vehicle loan
Maintenance & repairs	Is it a leased vehicle? Include lease documents
Insurance	
License & registration	

Comments / Notes
