SURE FILE
PERSONAL TAX SERVICE

Employment Expenses

Please note, the CRA requires taxpayers have a signed T2200 (Declaration of Employment Conditions)

Expenses:

Accounting, Legal Fees	$ _____	Automobile	See Below
Advertising, Promotion	$ _____	Home Office	See Below
Meals, Entertainment	$ _____	**Other Expenses:**	
Lodging	$ _____	_____	$ _____
Parking	$ _____	_____	$ _____
Office Supplies	$ _____	_____	$ _____
Telephone	$ _____		

Automobile Expenses

Please note, the CRA requires taxpayers to keep a log of km's driven in the year

Year and Make of Car _____ Total km's Driven _____

Purchase Price _____ Employment Use km's _____

Year of Purchase _____ % _____

Expenses:

Fuel	$ _____	Loan Interest		$ _____
Repairs	$ _____	Lease Payments	(per month)	$ _____
Insurance	$ _____		(annual)	$ _____
Licensing	$ _____	**Other Expenses:**		
CAA Membership	$ _____	_____		$ _____

If a vehicle was disposed of in the year, please provide details
If vehicle is leased, please provide a copy of purchase/lease paperwork

Home Office Expenses

Employment Use: % _____ (Percentage of home used for employment)

Expenses:

Heat	$ _____	Home Insurance *(commission only)*	$ _____
Hydro	$ _____	Property Tax *(commission only)*	$ _____
Water	$ _____	Lease of Electronic Equip (cellphone, laptop, fax etc.)	
Maintenance, Repairs	$ _____	*(commission only)*	$ _____
Rent (house or apartment)	$ _____	**Other Expense:**	
Home Internet Access	$ _____	_____	$ _____