

# Employment Expense Worksheet for: \_\_\_\_\_

(Your Name)

T2200 Completed from Employer Attached  Yes  No Year \_\_\_\_\_

First Year with Expenses? \_\_\_\_\_ If "YES" Start Date: \_\_\_\_\_

Last Year with Expenses? \_\_\_\_\_ If "YES" Last Date: \_\_\_\_\_

## Income:

Does the income include Commissions?  Yes  No

Is the employer GST Registered?  Yes  No GST/HST #: \_\_\_\_\_

## Expenses: Show Totals for the year or the period of employment.

Food & Beverages <small>(Must either be taking a client or away for more than 12 hours. No personal meals)</small>	\$
Lodging	\$
Parking	\$
Office Supplies	\$
Cell Phone <b>% used for work:</b> _____	\$
Travel <small>(Except Auto Expenses)</small>	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$

Leave Unrelated Areas Blank

If you can't find a category for your expense write the expense in the "Other" Column

## Commission Employees Only

Accounting & Legal Fees	\$
Advertising and Promotion	\$
Entertainment	\$

Your name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

**Auto Expenses:** If your T2200 stated that you may use your vehicle for your employment purposes fill out the following. You must complete a schedule for **EACH** vehicle used:

Make and Model of Vehicle: \_\_\_\_\_

Bought In the Year? \_\_\_\_\_ Date: \_\_\_\_\_ Amount/FMV \$ \_\_\_\_\_

Sold/Stopped using in the Year? \_\_\_\_\_ Date: \_\_\_\_\_ Amount/FMV \$ \_\_\_\_\_

If using vehicle for business first time, Value of Vehicle @ date first used \$ \_\_\_\_\_

Total KM Driven in the year: \_\_\_\_\_

KM Driven for Business Use: \_\_\_\_\_ = % Vehicle used for Business \_\_\_\_\_%

**\*\*You should have an auto log available including total KM for the year and the KM driven for work related activities should CRA request it.**

**Expenses for Vehicle:** List 100 % amounts for the whole Year

Gas & Oil	\$
Repairs and Maintenance	\$
Insurance	\$
License and Plates	\$
Parking & Tolls	\$
<b>Interest</b> on Loans (If you own vehicle)	\$
Lease Payments (If leasing) <b>MSRP:</b> _____	\$
Other: _____	\$

**Home Office:** If your T2200 stated that you may utilize a designated space in your home as an office space for employment purposes and that you perform at least **50% or more** of your duties in this space, you may claim a portion of your home.

Square Footage of area **exclusively** for work: \_\_\_\_\_ Total Square Footage of home: \_\_\_\_\_

If the space isn't used **EXCLUSIVELY** for work indicate the work related amounts for the following:

Hours/day: \_\_\_\_\_ Days/week: \_\_\_\_\_ Weeks/year: \_\_\_\_\_

**\*\*You should be able to provide total square footage and the square footage designated solely for work related purposes. If the space is not dedicated, reduce by time of use (hours/day vs days/year used for work related activities)**

**Expenses** for home: List 100 % amounts for the whole Year

Utilities (Electricity, Heat, Water)	\$
Maintenance	\$
Insurance on Home (Commission Employee Only)	\$
Property Tax (Commission Employee Only)	\$
Rent	\$
Internet	\$
Condo Fees	\$
Other:	\$
Other:	\$