

## Employment Expense Tax Checklist

|                          |  |
|--------------------------|--|
|                          |  |
| <b>Client Name</b>       |  |
| <b>Company Name (T4)</b> |  |

| Income   |  |
|--|--|
| <b>Employment income</b>                                 |  |
| <b>Total Commissions</b> (included in employment income) |  |

| Expenses                     |         |
|------------------------------|---------|
| Accounting and Legal         |         |
| Advertising                  |         |
| Lodging                      |         |
| Meals and Entertainment      | x 50% = |
| Supplies                     |         |
| Telephone                    |         |
| Utilities                    |         |
| Other: (Provide Description) |         |
|                              |         |

| Business Use of Home                      |         |
|---|---------|
| Square Footage of Office                  | Sq. ft. |
| Total Square Footage of Home              | Sq. ft. |
| Electricity                               |         |
| Heat                                      |         |
| Insurance                                 |         |
| Maintenance                               |         |
| Property Taxes (commission employee only) |         |
| Rent                                      |         |
| Other: (Provide Description)              |         |
|   |         |

## Motor Vehicle Expense Summary

|  |  |    |
|--|--|----|
| Client Name  |  |    |
| <b>Vehicle Specifications</b>  |  |    |
| Year   |  |    |
| Make   |  |    |
| Model  |  |    |
| Date of Purchase <i>(if owned)</i>   |  |    |
| Original Purchase Price – including GST                                    |  |    |
| <b>Employment Use Calculation</b>  |  |    |
|  |  |    |
| Odometer deading at January 1st  |  | km |
| Odometer deading at December 31st  |  | km |
| Kilometers Driven for Business Use   |  | km |
| Business use Portion   |  | %  |
|  |  |    |
| <b>Expenses</b>  |  |    |
| Fuel and Oil   |  |    |
| Maintenance and Repairs  |  |    |
| Insurance  |  |    |
| License and Registration   |  |    |
| Loan Interest<br><small>(request statement from the bank if owned)</small> |  |    |
| Lease Payments   |  |    |
| Parking  |  |    |