

Employment and Self-Employment Expenses

Name: _____

Vehicle Used for Business

Vehicle make, model and year	_____	
Fuel	\$ _____	
Repairs and maintenance	\$ _____	
Insurance	\$ _____	Only include what was paid during the year
License and registration	\$ _____	
Auto club dues	\$ _____	
Interest on car loan	\$ _____	If loan is new, please provide details
Lease costs	\$ _____	If lease is new, please provide details
Washes and miscellaneous	\$ _____	
Parking with receipt	\$ _____	
Parking without receipts	\$ _____	
Total kilometers driven in year	_____	of which _____ % was business related.*

**Business mileage should be supported by a log book.*

If you purchased or leased a new vehicle during the year, please provide all related documents (i.e. invoice, lease, trade in details, etc.)

Marketing, Promotion and Entertainment

Advertising	\$ _____	
Gifts – liquor, event tickets, etc.	\$ _____	Provide names of recipients on receipts
Gifts – other	\$ _____	
Meals for business	\$ _____	Provide names of attendees on receipts
Tickets for sports or other events	\$ _____	Provide names of attendees on receipts
Accommodation related to travel	\$ _____	
Air fares	\$ _____	
Rail fares	\$ _____	
Other travel costs	\$ _____	
Courses	\$ _____	Exclude tuition with T2202 tax receipts
Seminars	\$ _____	
Manager’s promotional expense	\$ _____	
Sales meetings	\$ _____	
Conference fees	\$ _____	
Salaries + CPP & EI – spouse or kids	\$ _____	Cheques must be issued to the recipient
Salaries + CPP & EI – third parties	\$ _____	Cheques must be issued to the recipient
Sub commissions to spouse or kids	\$ _____	Cheques must be issued to the recipient
Sub commissions to third parties	\$ _____	Cheques must be issued to the recipient



General & Administrative Business Expenses

Accounting fees	\$ _____	
Office supplies, postage, pens, etc.	\$ _____	
Courier	\$ _____	
Newspapers/trade publications	\$ _____	
Computer leases	\$ _____	
Telephone line and services	\$ _____	Your home phone is not deductible.
Cellular phone charges	\$ _____	Percentage that is personal use _____%
Business-related long distance	\$ _____	
Pager	\$ _____	
Internet	\$ _____	Percentage that is personal use _____%
Life insurance license	\$ _____	
Mutual fund license	\$ _____	
Advocis dues	\$ _____	
Real estate license	\$ _____	
Other professional licenses	\$ _____	
Liability insurance premiums paid	\$ _____	
Other administrative expenses	\$ _____	Please provide details

I sell life insurance. This year I received \$ _____ of commissions on policies sold on my own life or the lives of my immediate family.

If your employer deducts expenses from your pay, provide a copy of the annual summary.

If you are self-employed, please provide the cost of any assets acquired during the year for use in the business (i.e. office furniture, equipment, computer hardware, computer software, etc.). \$ _____

Home Office

This must be your principal place of business to qualify for a deduction.

Rent	\$ _____	
Hydro	\$ _____	
Electricity	\$ _____	
Insurance	\$ _____	
Repairs and maintenance	\$ _____	Do not include renovations. Provide listing. Employees cannot claim interest.
Mortgage interest	\$ _____	
Property taxes	\$ _____	
Water	\$ _____	

Business area as a percentage of total home area _____%

