

EMPLOYMENT EXPENSES
(Must have signed T2200 form)

Travel	\$	_____
Parking	\$	_____
Supplies (stationary, other)	\$	_____
Telephone	\$	_____
Salaries paid to an assistant	\$	_____
Office rent	\$	_____
Accounting & legal*	\$	_____
Advertising & promotion*	\$	_____
Meals & entertainment*	\$	_____
Rental & office equipment*	\$	_____
Training*	\$	_____
Vehicle expenses	Summarize below	_____
Home office expenses	Summarize below	_____

*Applies to commission employees only.

VEHICLE EXPENSES (for business & employment)

Year & make of vehicle	_____
Purchase/sale price	\$ _____
Date of purchase/sale**	_____
Date lease began/ended**	_____
**If purchased, leased or sold, include relevant agreements.	
Kms driven for business purposes	_____
Total kms driven	_____

Expenses:

Fuel	\$	_____
Repairs & maintenance	\$	_____
Insurance	\$	_____
Licensing & registration fees	\$	_____
Loan interest	\$	_____
Car washes	\$	_____
Parking	\$	_____
Other _____	\$	_____
Other _____	\$	_____
Other _____	\$	_____

SELF-EMPLOYED INCOME & EXPENSES

Name of business	_____
Type of business	_____
Names of partners	_____
○ % owned	_____
SIN# of partners	_____
Revenue	\$ _____

Expenses:

Advertising	\$	_____
Meals & entertainment	\$	_____
Bad debts	\$	_____
Insurance	\$	_____
Interest & bank charges	\$	_____
Licenses, dues, memberships & subscriptions	\$	_____

Office expense	\$	_____
Supplies	\$	_____
Legal, accounting & other professional fees	\$	_____

Rent	\$	_____
Repairs & maintenance	\$	_____
Salaries	\$	_____
Travel	\$	_____
Telephone	\$	_____
Vehicle expenses	Summarize below	_____
Equipment & furniture purchases	\$	_____
_____	\$	_____
_____	\$	_____

HOME OFFICE (for Business & Employment)

Percentage of home used for business/employment	_____	
Heat	\$	_____
Hydro	\$	_____
Water	\$	_____
Repairs & maintenance	\$	_____
Insurance***	\$	_____
Property taxes***	\$	_____
Rent	\$	_____
Mortgage interest (self-employed only)	\$	_____

