Employment Expenses Checklist

To qualify, you must pay for employment expenses out of your own pocket and obtain a signed T2200 form from your employer as proof.

--- General Requirements ---

T2200 (Declaration of Conditions of Employment) signed by your employer

**Motor Vehicle Expenses**

The kilometers you drove in the tax year to earn employment income\_\_\_\_\_\_\_\_\_\_\_\_\_

The total kilometers you drove in the tax year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest if you are financing your vehicle\_\_

Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License and registration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance and repairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leasing cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses (please specify)\_\_\_\_ \_\_\_\_

Business parking fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplementary business insurance\_\_\_\_\_\_

--- Business-use-of-home expenses ---(annual expenses)

Utilities (heat, water, electricity, and internet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance (cleaning supplies, light bulbs etc.) \_\_\_\_\_\_\_\_\_\_\_

Home Insurance (commission employee only) \_\_\_\_\_\_\_\_\_\_\_

Property taxes (commission employee only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses (rent etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of your working space\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of your home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Salaried Employees can claim below expenses**

Accounting and legal fees\_\_\_\_\_\_\_

Travelling expenses\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office supplies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commission Employees**

**In addition** to expenses listed under salaried employees, commission employees may also deduct:

Advertising\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals and entertainment\_\_\_\_\_\_\_\_

Licenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronic equipment\_\_\_\_\_\_\_\_\_\_\_

Training costs\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel fare\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_