

# C & V Income Tax Services Employment Expense Worksheet

Name \_\_\_\_\_

T2200 Completed From Employer Attached  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/HST Registered? Yes No GST/HST # \_\_\_\_\_

## Expenses:

 Show Totals for the YEAR

Cell Phone	\$
Computer Lease	\$
Food & Beverages	\$
Lodging	\$
Office Supplies	\$
Paid Assistant	\$
Parking	\$
Travel (Except Auto Expenses)	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$

Leave  
Unrelated  
Area's  
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	\$

**Auto Expenses:** If your T2200 stated that you must use your vehicle for your employment purposes fill out the following.

You must fill a schedule out for **EACH** vehicle used.

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

Purchased in the Year? \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Sold in the Year? \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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

KM's Driven throughout the whole year \_\_\_\_\_

KM's Driven for Business Use \_\_\_\_\_ OR % Vehicle used for Business \_\_\_\_\_%

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

Gas	\$
Insurance	\$
Interest on Loans (If you own vehicle)	\$
Lease Payments ( If Leasing)	\$
License and Plates	\$
Parking & Tolls	\$
Repairs & Maintenance	\$

**Home Office:** If your T2200 stated that you must use you utilize a designated space in your home as an office space for employment purposes:

Square Footage of area designated for Office \_\_\_\_\_

Total Square Footage of home \_\_\_\_\_

OR % used for Office Space \_\_\_\_\_%

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

Phone and Internet	\$
Hydro	\$
Insurance on Home (Commission Emp Only)	\$
Maintenance	\$
Property Tax (Commission Emp Only)	\$
Rent	\$
Union Gas	\$
Other:	\$
Other:	\$