

# Employment Expenses Checklist

Making Tax & Accounting Issues Simple.  
That's Our Bottom Line!

## Employment Expenses (Employees with T4 Only)

\*Checklist only needs to be completed if form T2200 is filled out and signed by your employer

Full Name		
✓	<b>Employment Expenses (No Reimbursed Expenses)</b>	<b>\$</b>
<input type="checkbox"/>	Accounting, Legal & Professional Fees	
<input type="checkbox"/>	Advertising & Promotions	
<input type="checkbox"/>	Lodging	
<input type="checkbox"/>	Meals & Entertainment	
<input type="checkbox"/>	Office & Stationery	
<input type="checkbox"/>	Memberships & Subscriptions	
<input type="checkbox"/>	Postage, Delivery & Courier	
<input type="checkbox"/>	Salary Paid to Substitutes or Assistants	
<input type="checkbox"/>	Telephone & Internet Expenses	
<input type="checkbox"/>	Supplies	
<input type="checkbox"/>	Travel Expenses	
<input type="checkbox"/>	Apprentice Mechanic Tools Expenses	
<input type="checkbox"/>	Musical Instrument Expenses	
<input type="checkbox"/>	Artists' Employment Expenses	
<input type="checkbox"/>	Other -	
<input type="checkbox"/>	Other -	

## Automobile Expenses (Travel Logs Required by CRA)

\*Form T2200 must indicate employee required to travel to locations that were not your place of business

Make, Model & Year of Vehicle		Cost of Purchase	
Date of Acquisition		Date of Disposition	
Lease Commencement Date		Lease Termination Date	
Km Driven for Business		Total Km Driven during the Year	

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✓	<b>Automobile Expenses</b> (Total Expenses – Do Not Prorate)	<b>\$ (Vehicle 1)</b>	<b>\$ (Vehicle 2)</b>
<input type="checkbox"/>	Monthly Leasing Costs		
<input type="checkbox"/>	Fuel (Gasoline, Propane & Oil)		
<input type="checkbox"/>	Electricity for Electric Vehicle		
<input type="checkbox"/>	Maintenance, Repairs & Car Wash		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	License & Registration		
<input type="checkbox"/>	Interest		
<input type="checkbox"/>	Auto Club (CAA)		
<input type="checkbox"/>	Parking		
<input type="checkbox"/>	Tolls		
<input type="checkbox"/>	Other –		
✓	<b>Please also provide the following documents:</b>		
<input type="checkbox"/>	Auto Purchase Agreement (including Purchase Price, Trade-In Value & Down-Payment), or		
<input type="checkbox"/>	Lease Term Sheet (including Manufacturers' List Price & Down-Payment)		
<h3 style="text-align: center;">Workspace In The Home</h3> <p style="text-align: center;">*Form T2200 must indicate employee required <u>to perform more than 50% of work duties at home</u></p>			
Total Home Area (Square Feet)			Total Office Area (Square Feet)
✓	<b>Home Office Expenses</b> (Total Expenses – Do Not Prorate)	<b>\$</b>	
<input type="checkbox"/>	Property Taxes (Commissioned Employees Only)		
<input type="checkbox"/>	Insurance (Commissioned Employees Only)		
<input type="checkbox"/>	Rent		
<input type="checkbox"/>	Heat		
<input type="checkbox"/>	Electricity		
<input type="checkbox"/>	Water		
<input type="checkbox"/>	Repairs & Maintenance		
<input type="checkbox"/>	Security		
<input type="checkbox"/>	Other –		
<h3 style="text-align: center;">Other Details</h3>			
✓	<b>Please also provide the following documents:</b>		
<input type="checkbox"/>	Form T2200 (must be filled out and signed by your employer)		