

Information

Name	
Address	
City	Postal Code
Telephone	Email Address
Tax Year / Period Covered	

Vehicle Expenses – Complete for each vehicle that is for both work and personal uses.

For information on how to keep an accurate vehicle logbook, visit our website.

If you have not kept track of kilometers, enter a reasonable percentage.

Vehicle Make	Kilometers for Business Use
Vehicle Model	Total Kilometers Driven
Vehicle Year	Percentage
Start Date	End Date

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Vehicle Model	Total Kilometers Driven
Vehicle Year	Percentage
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Work-space-in-the-Home Expenses

To record work-space-in-the-home expenses accurately, we need some information to calculate the percentage of your household expenses that we can claim.

Square footage of Home
Square footage of Business-Use Space
Percentage

Work Percentage of Cell Phone	Work Percentage of Home Internet
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To deduct employment expenses, include with this worksheet your signed T2200, Declaration of Conditions of Employment. We need information from your employer to complete your return. Your employment contract must specify that you are required to pay your own expenses while carrying out the duties of your employment.

Visit our website to download a full Commission Employee Workbook in either printable PDF, or Excel format.

Expense Summary

Expense	Total
Accounting	\$
Cell Phone	\$
Parking	\$
Supplies	\$
Advertising & Promotion	\$
Entertainment	\$
Food & Beverages	\$
Lodging & Travel	\$
Other	\$
Automobile Operating Expenses	Total
Fuel	\$
Maintenance & Repairs	\$
Washes & Highway Tolls	\$
License & Registration	\$
Interest on Automobile Loan	\$
Lease Payments	\$
Insurance	\$
Work-Space-in-the-Home Expenses	Total
Electricity	\$
Heat	\$
Water / Sewer	\$
Minor Maintenance	\$
Home Insurance <i>Commission Employees Only</i>	\$
Property Taxes <i>Commission Employees Only</i>	\$
Residential Rent <i>Commission Employees Only</i>	\$
Home Internet	\$

Claiming Vehicle Related Expenses

Your employer must answer, *Yes* to question 2.

Your employer must complete question 5.

Claiming your Home Office Expenses

Your employer must answer, *Yes* to question 10.

Your employer must indicate that you are required to perform at least 50% of your employment duties from home.

The deduction is reduced by any amount that your employer reimbursed you for workspace-in-the-home expenses.

Expenses that cannot be deducted

- Furniture (desks, chairs, etc.)
- Office Equipment (printer, fax machine, briefcase, etc.)
- Mortgage Interest or Principal
- Clothing you wear, or have to wear for your work.
- Hair Cuts or Beauty Products
- Capital Expenses relating to your home (windows, flooring, furnace, etc.)
- Purchase of a cell phone, computer, laptop, tablet, fax machine, etc.
- Computer Accessories (monitor, mouse, keyboard, headset, microphone, speakers, webcam, router, etc.)
- Other Electronics (television, smart speaker, etc.)