



CLIENT INFORMATION SHEET

EMPLOYEE EXPENSES

Is a T2200 Declaration of Conditions of Employment provided by employer? Y / N

Are you a commissioned sales representative? Y / N

Are expenses limited to the amount of commissioned income? Y / N

MOTOR VEHICLE EXPENSES	<i>(if applicable)</i>
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Description of automobile _____

If owned, value of vehicle at start of business year (1st time clients only) _____

Enter the BUSINESS kilometers you drove in the tax year ** _____

Enter the TOTAL kilometers you drove in the tax year _____

** these kms should be supported by a log book in case CRA wants to review

Annual totals only *(retain receipts for CRA review if necessary)*

Fuel and oil _____

Insurance _____

License and registration _____

Maintenance and repairs _____

If financed:

Total interest paid for year (from bank loan statement) _____

If leased:

Lease start date _____

Length of lease (or end date) _____

Lease payments (including tax) _____

OTHER EMPLOYMENT EXPENSES:	<i>(NOT reimbursed by employer)</i>
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Checklist (included) **OR** Total \$ for Year:

Meals and entertainment _____

Business fees, licenses, dues, memberships and subscriptions _____

Office expenses / Supplies _____
 Legal, accounting, and other professional fees _____
 Management and administration fees _____
 Rent *(paid for space outside of the home)* _____
 Travel *(not including personal vehicle – see other section)* _____
 Cell phone / other telecommunications _____

CALCULATION OF BUSINESS-USE-OF-HOME EXPENSES	<i>(if applicable)</i>
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Area of home used for business _____ (# of main rooms or square footage)
 Total area of home _____ (# of main rooms or square footage)

Checklist (included) **OR** Total \$ for Year:

Heat _____
 Electricity _____
 Water _____
 Maintenance _____
 Insurance *(commission employees only)* _____
 Property taxes *(commission employees only)* _____