



AXE THE TAXES

Accounting Services



100% Métis Owned

Employment Expenses

Checklist

Expenses

- Accounting and legal fees
- Advertising and promotion
- Food, beverages, and entertainment expenses
- Lodging
- Parking
- Office supplies (postage, stationery, other office supplies)
- Other expenses (employment use of cell phone, long distance calls for employment purposes, etc.)

Motor Vehicle Expenses

- Make / Model / Year of vehicle
- Value of the vehicle at the beginning of year
- Kilometers driven in the year for employment income
- Total kilometers driven in the year
- Fuel and oil
- Maintenance and repairs
- Insurance
- License and registration
- Interest on loan
- Leasing info
- Other expenses
- Any reimbursement

Work-space-in-the-home Expenses

- Sq. ft of office space
- Sq. ft of total house
- Rent
- Electricity, heat, water or the utility portion of condo fees
- Maintenance – minor repairs, cleaning supplies, light bulbs, paint, etc.

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Work-space-in-the-home Expenses (Continued)

- Office supplies – stationery items, pens, folders, sticky notes, postage, ink cartridges, etc.
- Employment use of basic cell phone service plan
- Home internet access fees
- Property taxes – only if earned commission income
- Insurance – only if earned
commission income
- Lease of cell phone, computer, laptop, tablet, fax machine etc. reasonably relates to earning commission income