

Tax Year:

NAME:

T2200 Declaration of Conditions of Employment (Yes / No)
(required in order to deduct employment expenses)

TL2E Claim for Meals and lodging Expenses (Yes / No)
(for transport employees only)

GST370 Applicable? (Yes / No)

Are you paid partly or wholly by commission? T4 has Box 42 (Yes/No)

Have you been reimbursed for any expenses? (Yes/No)
(If Yes, explain for what and amounts)

EMPLOYMENT EXPENSES

Non-Commissioned employees (T2200 required)

Food & beverages (required to be away for over 12 consecutive hours)
Lodging
Supplies (e.g. postage, stationery, other office supplies but NOT equipment)
Long distance charges, cell phone charges (reasonable airtime expenses)
Office Rent (non-home office)
Salaries & benefits (assistant)

Commission employees only

Accounting & Legal fees
Advertising & promotion
Food & beverages (required to be away for over 12 consecutive hours)
Entertainment (cost of entertaining clients)
Lodging
Supplies (e.g. postage, stationery, other office supplies but NOT equipment)
Long distance charges, cell phone charges (reasonable airtime expenses)
Annual License fees
Lease costs (computers, printers, fax machines)
Salaries & benefits (assistant)
Office Rent (non-home office)
Training costs
Travel fare (airfare, bus or train ticket)
Other -1
Other -2
Other -3
Other -4
Other -5

Specialty

Tradesperson's tools expense
Apprentice mechanic tools expense
Musical instrument expense
Artist's employment expense

Tax Year:

NAME: _____

USE OF PERSONAL VEHICLE TO EARN INCOME

Vehicle description (year, make, model) _____

Vehicle OWNED		Vehicle LEASED
Purchase Price \$		Date Lease starts
Date of Purchase		Date Lease ends
Current value \$		Mfg. list price \$

Vehicle expense repayments received from employer not included in T4 income

Total Business KLM		
Total Personal KLM		
TOTAL KLM	-	

	Cost	GST/HST	TOTAL COST
AUTO: Fuel			
AUTO: Interest on Veh. Debt			
AUTO: Insurance			
AUTO: License & registration			
AUTO: Maintenance & repairs			
AUTO: Lease Payments			
AUTO: Other			
AUTO: Business Parking (100% Ded)			

Did you SELL or TRADE-IN your vehicle during the year? (Yes / No)
(If Yes, provide a copy of Bill of Sale)

USE OF HOME-OFFICE TO EARN INCOME

Business square feet		
Personal square feet		
TOTAL square feet		

All T2200	Cost	GST/HST	TOTAL COST
Heat (Gas)			
Electricity (Hydro)			
Repairs & Maintenance			
Rent			
Water/Sewer			
Other			

COMMISSION EMPLOYEES	Cost	GST/HST	TOTAL COST
Insurance			
Property Tax			
Other			
TOTAL Expenses			

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<i>Amount</i>

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<i>Costs</i>

<i>Costs</i>

<i>Costs</i>

Tax Ded Exp.

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Tax Ded Exp.

Tax Ded Exp.
