

EMPLOYMENT EXPENSE CHECKLIST

For the year ending December 31, 2 _____

Name _____

Are you paid by commission? YES NO

Do you have a completed T2200 - Declaration of Conditions of Employment? YES NO

Have you been reimbursed for any expenses? YES NO (If so, explain for what and how much)

_____ \$ _____
_____ \$ _____

EXPENSES

Accounting _____
Legal fees _____
Food, beverages & entertainment _____
Lodging _____
Parking _____
Office supplies _____
Other (Specify) _____

SPECIALTY

Apprentice mechanic tools _____
Musical Instrument costs _____
Capital cost allowance for instruments _____
Artist's employment expenses _____

USE OF HOME

Total square footage of home _____	Square footage used for office _____
Total yearly utility bills _____	Total yearly heating cost _____
House insurance (See note) _____	Rent _____
Property taxes (See note) _____	Home telephone _____

AUTOMOBILE - Same vehicle as last year? YES NO

Total KMs used in year _____ KMs travelled to earn income _____

LEASED VEHICLE:

Lease commencement date _____ Lease payments/month _____

Manufacturers list price (If new) _____

PURCHASED VEHICLE: Purchase date

Manufacturers list price (If new) _____ Interest paid per year (If financed) _____

Please provide the total yearly costs for the following auto expenses:

Insurance _____	Licence/registration _____
Maintenance/repairs _____	Fuel and oil _____
Other _____	

NOTE: Only commissioned employees may claim house insurance and property taxes.