

# EMPLOYMENT EXPENSES WORKSHEET

LAST NAME	FIRST NAME	TAX YEAR YYYY
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**T2200** If you are employed and your employer has given you a T2200 Conditions of Employment, you may be able to deduct the following expenses. You cannot claim any expenses for which you were reimbursed.

## BUSINESS EXPENSES

Please fill in the amounts listed on this form and attach your T2200.

	TOTAL
MEALS & ENTERTAINMENT – Enter 100% of amount spent.	\$
ADVERTISING & PROMOTIONS	\$
OFFICE SUPPLIES	\$
ACCOUNTING & LEGAL FEES	\$
TRAVEL EXPENSES	\$
CELL/INTERNET – You can deduct the cost of your fees, but only the portion that relates to your work.	\$

## AUTOMOBILE EXPENSES

It is your responsibility to keep a record of all kilometers used for business in the calendar year.

	TOTAL
BUSINESS KILOMETRES – This is the total number of kilometres you drove for business in the year.	km
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GAS/ELECTRICITY FOR ELECTRIC VEHICLES	\$
INSURANCE	\$
LICENSE & REGISTRATION	\$
MAINTENANCE & REPAIRS	\$
PARKING/407/AUTO CLUB	\$
PURCHASE PRICE OF AUTO	DATE OF PURCHASE MM/DD/YYYY
\$	
ANNUAL LEASE PAYMENT – If auto is leased.	
\$	



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TAX SERVICES YOU CAN TRUST

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## HOME OFFICE EXPENSES

Please note that if this your first year of operation, you will have to prorate all home office expenses for the part of the year. Only claim from the month you started.

**TOTAL**  
for the year

HEAT	\$
ELECTRICITY & WATER	\$
MAINTENANCE	\$
INSURANCE – Commission employees only.	\$
PROPERTY TAXES – Commission employees only. * Mortgage interest/rent is not deductible.	\$
SQUARE FOOTAGE USED FOR HOME OFFICE – This is exclusively for your office space.	sq. ft.
TOTAL SQUARE FOOTAGE OF HOUSE – This does not include the basement.	sq. ft.



No receipts related to your employment expenses are required at this time. **HOWEVER**, you are responsible to keep your receipts for 6 years in the event CRA requests proof.

