

EMPLOYMENT EXPENSES

Note: You can only deduct employment expenses if your employment contract requires you to incur these expenses to earn income. The items that you may deduct are noted by your employer on form T2200.
Please provide a copy of Form T2200 signed by your employer.

Your name _____
Name of your employer _____

EXPENSES: (include only non-reimbursed employment expenses)

Note: motor vehicle and home office expenses should be entered below

- Legal and accounting fees** \$ _____
Include any legal or accounting fees related to the employment duties (e.g. bookkeeping)
- Advertising and promotion** \$ _____
Costs to advertise your employer's business
- Meals and entertainment** \$ _____
Incurred to entertain clients or for other employer's business purposes (e.g. going to a convention)
- Parking** \$ _____
Include parking fees incurred while working
- Supplies** \$ _____
Include stationary, postage and other office supplies used to perform employment duties
- Travel** \$ _____
Include travel and accommodation expenses incurred while performing employment duties
- Telecommunications** \$ _____
- Other expenses: (List)** _____ \$ _____

MOTOR VEHICLE EXPENSES

If you have purchased or leased a vehicle during the year, please provide us with a copy of the sales invoice or lease agreement
If more than one vehicle was used in your employment during the year, please prepare a separate schedule below for each vehicle.

km's driven for employment purposes
total km's driven in the year
Date of acquisition (if this year)
Date of disposition (if this year)
 Fuel and oil \$ _____
 Maintenance and repairs \$ _____
 Insurance \$ _____
 Lease costs \$ _____
 Parking \$ _____
 Interest on auto loan \$ _____

HOME OFFICE EXPENSES:

Total house sq ft
Home office sq ft
 Heat \$ _____
 Electricity \$ _____
 Home insurance \$ _____
(who have commission income only)
 Maintenance \$ _____
 Property tax \$ _____
(who have commission income only)
 Rent \$ _____