



TaxTeam

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INSTRUCTIONS FOR PERSONAL RETURNS WITH EMPLOYMENT EXPENSES

- ◆ If you are **NOT claiming Vehicle Expenses** – see our ‘Working From Home 2020 worksheet’ for COVID relief.
- ◆ Your tax preparer does not need to see all your receipts.
- ◆ There will be additional charges for the preparation of a statement from your source documents, if you prefer that we perform that work for you.
- ◆ Make sure your employment expenses statement resembles the attached sample, which indicates the expense categories allowed by Canada Revenue Agency.
- ◆ Complete the attached Auto & Workspace in the Home worksheets, if they apply to your situation.
- ◆ Bring in all personal (non-business income) tax slips and forms (T4's, RRSP receipts, etc.)

IDENTIFICATION

Name: _____ Tax Year _____

Name of Business: _____

Address of Business: _____

Have you brought in a completed T2200? (If not, *we cannot* process your Employment Expenses claim)

Check here if income is from commissions

EMPLOYMENT EXPENSES:

(Except Workspace in the Home & Auto Expenses)

Meals (Actual) _____	x 50%	
Accounting & Legal Fees		_____
Advertising & Promotion		_____
Lodging		_____
Parking Costs		_____
Supplies (postage, stationery, etc.)		_____
Union, professional, or like dues		_____
Musical Instrument costs		_____
Artists Employment Expenses		_____
Tradesperson's tools expenses		_____
Apprentice Mechanic Tools Expenses		_____
Other Expenses:		_____
_____		_____
Less: Reimbursements		_____
Expenses Total		_____

Calculation of Workspace in the Home Expenses:

Area of home used for business purposes		
Total Area of home		_____
Electricity, Heat, & Water		_____
Maintenance		_____
Insurance (commission employees only)		_____
Property Taxes (commission employees only)		_____
Other Expenses: _____		_____
_____		_____
Total		_____



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AUTOMOBILE EXPENSE WORKSHEET

Automobile Expenses:

	Vehicle #1	Vehicle #2
Make:	_____	_____
Model:	_____	_____
Year:	_____	_____
<u>BUSINESS</u> kilometers driven in tax year (Required)	_____	_____
<u>TOTAL</u> kilometers driven in tax year (Required)	_____	_____
Fuel (gas, propane, oil)	\$ _____	\$ _____
Repairs and maintenance	\$ _____	\$ _____
Lease payments, if car is leased	\$ _____	\$ _____
Car washes	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Plates	\$ _____	\$ _____
Interest expense on money borrowed to purchase car	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
Parking	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____