



Employment Expenses Checklist

Name of Employer _____

GST # of Employer _____

Did you work from home ___ Yes ___ NO

If you worked from home, was it due to

COVID? ___ Yes ___ No

Travel \$ _____

Parking \$ _____

Office Supplies \$ _____

Telephone \$ _____

Office Rent \$ _____

How many days did you work at home due to COVID? _____

Business Use of Home Expenses:

Area of home used for business purposes Total \$ _____

Area of Home \$ _____

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage interest \$ _____

Property Taxes \$ _____

Other Expenses \$ _____

For Commission Employees only:

Accounting & Legal Fees \$ _____

Advertising & Promotion \$ _____

Meals and Entertainment \$ _____

Rental of Office Equipment \$ _____

Training \$ _____

Vehicle Expenses (If Applicable):

Year and Make & Model _____

Purchase/Sale Price \$ _____

Date of Purchase/Sale _____

If leased, Date Lease began? _____

KMs driven for business purpose* _____ Km's

Total KMs driving in the year* _____ Km's

Fuel \$ _____

Repairs & Maintenance \$ _____

Insurance \$ _____

Licensing & Registration Fees \$ _____

Loan Interest \$ _____

Lease payments \$ _____

Car Washes \$ _____

Parking \$ _____

While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.