



4003 48 Ave, Innisfail, AB T4G 1J6 | 403-848-3408 | info@nebooksandtax.ca

Employment Expenses

Tax Year: _____

Taxpayer Name: _____

	Total Expense	
Accounting and legal fees (Commission only)		<p>Please note that CRA requires you to have a completed and signed Form T2200 from your employer for each year that you claim employment expenses.</p> <p>Please provide copy of this form to our office each year.</p> <p>https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2200.html</p>
Advertising and promotion (Commission only)		
Motor vehicle expenses	Complete Chart	
Meals & Entertainment (Commission only)		
Lodging		
Parking		
Supplies (for example, postage, stationery, other office supplies)		
Other expenses (please specify)		
Tradesperson's tools expenses		
Apprentice mechanic tools expenses		
Musical instrument expenses		
Business-use-of-home expenses	Complete Chart	



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Home Office Expenses for Employment Expenses

Tax Year:

Taxpayer Name:

Square Footage of home used for business:

Total Square Footage of home:

Commission or Salaried Employee	Total Yearly Expense
Heat	
Power	
Water/Sewer/Garbage	
Insurance	
Rent (if renting)	
Maintenance	
Commission only Employee	
Mortgage Interest (principal cannot be claimed)	
Property Taxes	

**** PLEASE PROVIDE TOTAL AMOUNTS - NOT JUST BUSINESS PORTION**



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Motor Vehicle Expenses

Tax Year: _____

Tax Payer Name: _____

CHART A – MOTOR VEHICLE EXPENSES

	Vehicle #1	Vehicle #2
Description of automobile (year, make, model)		
Enter the kilometers you drove in the tax year to earn business income		
Enter the total kilometers you drove in the tax year		
Fuel (gas, propane, oil)		
Interest (See Chart B)		
Insurance		
License and registration		
Maintenance and repairs		
Business Parking Fees		

CHART B – AVAILABLE INTERST EXPENSE

	Vehicle #1	Vehicle #2
Date interest payments commenced		
Date interest payments terminated		
Total Interest Paid		

Please provide loan documents