



Questionnaire for Employees claiming expenses v.16

You MUST have a signed T2200 from your employer indicating you are required to incur the expenses they have "checked" on your form.

It is your responsibility to have supporting documents/receipts for all your expenses and income

Employment Expenses (not reimbursed by employer)

Amount

- ✓ Advertising and promotion \$
✓ Assistant wages (incl. employer contributions) \$
✓ Food, beverages and entertainment expenses \$
✓ Supplies (postage, stationary, other office supplies) \$
✓ Rent and utilities (Office space only) \$
✓ Telephone \$
✓ Tradesperson tools, up to max of \$500 \$
✓ Travel (accommodations, flights, etc.) \$

Motor vehicle expenses

Amount

- ✓ Car lease \$
✓ Car wash \$
✓ Finance payment (please include loan details) \$
✓ Fuel costs \$
✓ Insurance \$
✓ License and registration \$
✓ Parking \$
✓ Repairs and maintenance \$
✓ 407 ETR \$

Km driven for year:

Km driven for work:

Do not include km driving to and from work location



Calculation of business-use-of home	Amount
✓ Insurance (commission employees only)	\$ _____
✓ Maintenance	\$ _____
✓ Mortgage Interest	\$ _____
✓ Property taxes (commission employees only)	\$ _____
✓ Utilities (Electricity, heat and water)	\$ _____
✓ Other: (explain)	\$ _____

Total sq footage of house:

Total sq footage of office:

*Any further questions regarding any of these items please do not hesitate to contact our office
at (905) 693-8269*