



Questionnaire for Employment Expenses v.19

You **MUST** have a signed T2200 from your employer indicating you are required to claim the expenses they have selected on your form.

It is your responsibility to have supporting documents 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:
<i>*Do not include km driving to and from work location*</i>	



Calculation of business-use-of home		Amount
✓ Insurance (commission employees only)		\$_____
✓ Maintenance		\$_____
✓ 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 contact our office at (905) 693-8269