

Information we are waiting for:

Questions:

2023 Tax Year Employment Expenses (T2200 signed by employer is required)

Name: _____ **Phone #:** _____
Were you reimbursed for gas, km. etc. by your company? Yes / No
Do you qualify for the HST rebate? Yes / No
Limit expenses to Commission Income? Yes / No

Automobile expenses

Type of Vehicle _____
Employment km's driven _____
Total km's driven _____
Fuel _____
Repair and Maintenance _____
Insurance _____
License & Registration _____
Leasing costs-**Date lease started** _____ **Value of vehicle \$** _____
Car wash _____
Parking _____
Other _____
Interest _____

Employees Earning a Salary

Food and beverages _____
Lodging _____
Parking _____
Supplies (postage, stationary, other office supplies) _____
Other travel expenses _____
Telecommunication expenses _____
Salary paid to an assistant _____
Other _____

Employees Earning (Commission Income)

Accounting and legal fees _____
Advertising and promotion _____
Entertainment _____
Leasing cost for computer & or cell phone: _____

Work-Space-in-the-Home Expenses

Type of space: Used 100% for business _____ or shared work/personal space _____
For shared work/personal space we need the # of hrs./wk. this space was used for business
Sq. footage of home office _____ Sq. footage of home _____
Electricity, Water & Heat _____
Maintenance _____
Insurance (commission only) _____
Property Tax (commission only) _____
Rent _____
Other Expenses _____