

## SELF-EMPLOYED ACTIVITY & EMPLOYMENT EXPENSES CHECKLIST

### AUTOMOBILE EXPENSES (business & employment)

Year and make of automobile	<input style="width: 90%;" type="text"/>
Year of purchase	<input style="width: 90%;" type="text"/>
Purchase price	<input style="width: 90%;" type="text"/>
Total KM driven in the year	<input style="width: 90%;" type="text"/>
Total KM driven for business	<input style="width: 90%;" type="text"/>

Expenses (Report total for the year)	Amount
Fuel	<input style="width: 90%;" type="text"/>
Repair & maintenance	<input style="width: 90%;" type="text"/>
Insurance	<input style="width: 90%;" type="text"/>
Licence / sticker renewal	<input style="width: 90%;" type="text"/>
Loan interest (for financed auto)	<input style="width: 90%;" type="text"/>
Lease payments	<input style="width: 90%;" type="text"/>
407 ETR	<input style="width: 90%;" type="text"/>
Car washes	<input style="width: 90%;" type="text"/>
Parking (business only)	<input style="width: 90%;" type="text"/>
Other	<input style="width: 90%;" type="text"/>
Other	<input style="width: 90%;" type="text"/>
Specify if any automobile acquired/disposed of during the year.	<input style="width: 90%;" type="text"/>

### HOME OFFICE EXPENSES (business & employment)

Expenses	Amount
Heat	<input style="width: 90%;" type="text"/>
Hydro	<input style="width: 90%;" type="text"/>
Water	<input style="width: 90%;" type="text"/>
Insurance (*see below)	<input style="width: 90%;" type="text"/>
Maintenance & repairs	<input style="width: 90%;" type="text"/>
Mortgage interest (self-employed only)	<input style="width: 90%;" type="text"/>
Property taxes (*see below)	<input style="width: 90%;" type="text"/>
Rent	<input style="width: 90%;" type="text"/>
Monthly home internet access fees	<input style="width: 90%;" type="text"/>
<b>SQUARE FOOTAGE REQUIRED</b>	
Business use: ft2	<input style="width: 60%;" type="text"/>
Total house: ft2	<input style="width: 60%;" type="text"/>
* applicable for self-employed and commissioned employees	

### SELF-EMPLOYED INCOME AND EXPENSES

Name of business	<input style="width: 90%;" type="text"/>
Type of business	<input style="width: 90%;" type="text"/>
Main product or services	<input style="width: 90%;" type="text"/>
Partner name(s) and ownership percentage (%)	<input style="width: 90%;" type="text"/>
SIN # of partner	<input style="width: 90%;" type="text"/>
<b>Income (excl. GST/HST):</b>	<input style="width: 90%;" type="text"/>
<b>Expenses:</b>	
Advertising	<input style="width: 90%;" type="text"/>
Licences, dues and subscriptions	<input style="width: 90%;" type="text"/>
Insurance	<input style="width: 90%;" type="text"/>
Interest and bank charges	<input style="width: 90%;" type="text"/>
Meals and entertainment	<input style="width: 90%;" type="text"/>
Office supplies	<input style="width: 90%;" type="text"/>
Legal and accounting	<input style="width: 90%;" type="text"/>
Rent	<input style="width: 90%;" type="text"/>
Salaries	<input style="width: 90%;" type="text"/>
Telephone	<input style="width: 90%;" type="text"/>
Equipment and furniture purchased	<input style="width: 90%;" type="text"/>
<b>GST/Business Number</b>	<input style="width: 90%;" type="text"/> RT0001
Do the above expenses include GST/HST?	Yes      No

### EMPLOYMENT EXPENSES (Auto expenses in box above)

Signed T2200 Conditions of employment form required	
Expenses	Amount
Accounting fee	<input style="width: 90%;" type="text"/>
Advertising & promotion	<input style="width: 90%;" type="text"/>
Food, beverage & entertainment	<input style="width: 90%;" type="text"/>
Lodging	<input style="width: 90%;" type="text"/>
Parking	<input style="width: 90%;" type="text"/>
Supplies (i.e. postage, stationery)	<input style="width: 90%;" type="text"/>
Telephone	<input style="width: 90%;" type="text"/>
Office in home	Summarize in above top right table
Automobile expenses	Summarize in above top right table
* Mileage reimbursement by employer	<input style="width: 90%;" type="text"/>