

Employee Vehicle & Home Office Expenses

Completed & Signed T2200 from employer required

In order to claim employment use of a personal vehicle, you are required by CRA to keep a km log for each business trip & all receipts that pertain to your vehicle during the applicable employment months in the tax year.

VEHICLE INFO	YEAR / MAKE / MODEL	
	DATE PURCHASED	
	PURCHASE PRICE (attach agreement if in tax year)	
VEHICLE EXPENSES (including taxes)	TOTAL KMS DRIVEN IN YEAR (Start odometer– ending odometer)	
	BUSINESS KMS IN YEAR (travel log or tracking)	
	FUEL COSTS	
	REPAIRS & MAINTENANCE	
	INSURANCE	
	LEASE PAYMENTS (attach lease agreement)	
	INTEREST PAID ON CAR LOAN	
	PARKING	
	OTHER	

Please include full totals for the year and we will reduce these numbers to business percentage.

HOME OFFICE	SQ FT OF HOME USED 100% FOR EMPLOYMENT	
	TOTAL SQ FT OF HOME	
	IF WORKSPACE IS ALSO USED FOR PERSONAL, PLEASE PROVIDE HOURS WORKED PER WEEK	
	GAS	
	ELECTRICITY	
	WATER	
	INSURANCE (Commission Employees only)	
	PROPERTY TAXES (Commission Employees only)	
	STRATA FEES	
	INTERNET	
	RENT	
	MAINTENANCE OF WORK SPACE	
	OTHER	

Please include full totals for the year and we will reduce these numbers to business percentage.

CRA will only allow home office claim for space used 100% for employment purposes.

CELL PHONE

EMPLOYMENT USE % _____

\$ _____

**Tax return prepared based on information provided.
Keep all receipts for 6 years in case of CRA review.**

The Tax Pros Income Tax Service

1953 Harvey Ave, Kelowna, BC

Phone: 250-762-8206 Email: info@thetaxproskelowna.com

File Online: www.thetaxprosonline.com