Self Employed Delivery Drivers – Income & Expenses Tax Year: _____

When using your personal vehicle for business, make sure you keep all receipts that pertain to your vehicle during the applicable business or employment months. At year end, add all the receipts together for each category, and put in the blanks provided below.

In order to claim business use of a personal vehicle, you are required by the CRA to keep a km log for each business trip km in a year. Please fill in the areas below for total business km and total km in the year.

If you use more than one vehicle, complete a separate form and vehicle log for each vehicle used.

Income including tips **$_____**

Total for the Year

Cell Phone **Business use %_____** **$_____**

Vehicle Make/Model/Year _____

Gas **$_____**

Insurance & Registration **$_____**

Repairs, Oil & Maintenance **$_____**

Interest Paid on Car Loan **$_____**

Lease Payments **$_____**

Vehicle Value* **$_____**

**If you own your vehicle, it is considered an asset. Therefore, loan payments are not tax deductible, only interest paid on a loan. However, the value of the vehicle can be deducted as a capital cost allowance (CCA).*

Total KM driven for business *Individual trips *must be tracked in a log book* _____

Total KM driven for the year *see below note _____

*Total KM for the year can be calculated easiest by recording your odometer at the beginning of the year (or whenever business use began). And then, at the end of the year, (or whenever business used ended). The difference between the two will be your total KM driven.

Starting Odometer _____

Ending Odometer _____

The Tax Pros Income Tax Service

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