

2017 EMPLOYMENT EXPENSES

NAME: _____

**PROVIDE A COPY OF THE T2200 DECLARATION OF CONDITIONS OF EMPLOYMENT
COMPLETED AND SIGNED BY YOUR EMPLOYER - WE CANNOT FILE YOUR TAX RETURN WITHOUT IT**

SALARIED EMPLOYEES TO COMPLETE SECTIONS A, B, E, F
COMMISSION EMPLOYEES TO COMPLETE ALL SECTIONS

A) Allowable Expenses (if not reimbursed to you by your employer)

Supplies Used Directly in your Work _____
Telephone Long-Distance and Cellular Airtime _____
(internet service is not deductible)
Travel Expenses _____
Office Rent _____
Meals *(if away from home area at least 12 hours)* _____
Legal Fees *(to collect employment income)* _____
Salary Expense *(including CPP and EI paid)* _____

B) Home Work-Space Expenses

Square Footage of Total Home _____
Square Footage of Business Use Space _____
Rent _____
Utilities *(heat, hydro and water)* _____
Maintenance, Fees and Repairs _____
Other Expenses *(provide details)* _____

C) Additional Allowable Expenses - Commission

Advertising _____
Entertainment _____
Professional Licences _____
Training Courses _____
Accounting _____
Equipment Leases _____
Liability Insurance _____

D) Additional Home Work-Space Expenses - Commission

Insurance _____
Property Taxes _____



SALARIED AND COMMISSION EMPLOYEES TO COMPLETE THIS PAGE

E) Automobile Expenses

Do you receive a non-taxable allowance from your employer? _____
(mileage or reimbursement)

Additions or Disposals of Vehicles _____
(provide purchase agreements, sales proceeds and dates)

Make, Model and Model Year _____

Owned or Leased _____
(provide cost of vehicle or lease agreement)

Interest on Loan or Lease Costs per Month _____

Car Insurance, Auto Clubs _____

Fuel Expenses _____

Maintenance and Repairs *(and carwash)* _____

Licence and Registration _____

ETR Tolls _____

Other Expenses *(please describe)* _____

F) Vehicle Mileage

PLEASE NOTE THAT IF VEHICLE EXPENSES ARE REVIEWED BY CRA, YOUR VEHICLE MILEAGE LOG WILL BE REQUIRED

Odometer Reading at Beginning of 2017 _____

Odometer Reading at End of 2017 _____

Total Kilometers for Year _____

Business Kilometers Driven _____
(retain vehicle mileage log to support claim)

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

- Line 229 – Other employment expense**
- [Salaried employees](#)
- [Salaried employees - Allowable motor vehicle expenses](#)
- [Commission employees](#)
- [Commission employees - Allowable motor vehicle expenses](#)
- [Line 229 - Other employment expenses -Keeping records](#)

The Koroll & Company website is a great resource for tax forms and publications! www.koroll.ca

[CRA Tax Forms and Publications for Taxpayers](#)

[T4044 Employment Expenses](#)

