## Valerie L. Burrell Professional Corporation Chartered Professional Accountant

## **EMPLOYEE EXPENSES CHECKLIST 2020**

(Please note, this is a <u>highly audited</u> area by the Canada Revenue Agency. We highly recommend using only <u>accurate</u> records to make your claim.)

	ES NO ving requirements to claim under to	the temporary flat rate
method? Check all that apply	<del>-</del> -	
1. You worked more that in 2020	n 50% of your time from home fo	r four consecutive weeks
	s related to your home rsed for all of your expenses by you aployment expenses to claim	our employer
If you meet all of the criteri home	a above, provide the number of	days you worked from
	criteria but you have expenses to expenses only) or a T2200 (for many ployer.	
expenses) signed by your em		
expenses) signed by your em	EMPLOYEE ONLY	COMMISSIONED SALES PERSON
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lectricity eat Vater laintenance ternet surance on Home		SALES PERSON
lectricity eat Vater faintenance ternet surance on Home roperty Taxes ent or dedicated office space: Size of	f home:sq ft. Size of colluse: Size of home:sq	SALES PERSON  office:sq ft.

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Are you required to provide a vehicle for use in your employment? YES NO **If yes**, fill in the chart below:

#### AUTOMOBILE WORKSHEET

	1	2	3
Automobile description			_
1			
Original price			
Year purchased			
Sale price			
Date sold (mm/dd/yy)			
Business km			
driven in the year**			
Personal km			
Total km			
Total Expenses:			
Gas & oil			
Insurance			
Licenses			
Repairs & maintenance			
Interest on loan			
Lease payments			

<sup>\*\*</sup>If you are unable to provide km details, please provide a total of km driven for each vehicle in the year and a reasonable estimate of the percentage of use for employment vs. personal. Should you ever be audited, you will be asked for an automobile log at the time by the Canada Revenue Agency and if you are unable to provide one, your expenses will almost certainly be disallowed.

# PLEASE PROVIDE A LIST OF ALL OTHER EMPLOYEE EXPENSES INCURRED THAT ARE NOT ON THIS CHECKLIST.

Does the company you work for collect and remit GST on its products or services?
YES NO

If yes, provide their GST number: