

	EMPLOYEE ONLY	COMMISSIONED SALES PERSON
Electricity		
Heat		
Water		
Maintenance		
Internet		
Insurance on Home		
Property Taxes		
Rent		
For dedicated office space: Size of home: _____ sq ft. Size of office: _____ sq ft.		
For workspace shared with personal use: Size of home: _____ sq ft. Size of office: _____ sq ft.		
Number of hours worked from home: _____		
Explain time frames that you were working from home:		

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			
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			

****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: