

Information we are waiting for:

Questions:

Employment Expenses - Tax Year 2017

Name: _____ **Phone #:** _____

Were you reimbursed for gas, km. etc by your company? Yes / No _____

Do you qualify for the HST rebate? Yes / No _____

Limit expenses to Commission Income? Yes / No _____

Automobile expenses

Type of Vehicle _____

Employment km's driven _____

Total km's driven _____

Fuel _____

Repair and Maintenance _____

Insurance _____

License & Registration _____

Leasing costs-Date lease started _____ Value of vehicle \$ _____

Car wash _____

Parking _____

Other _____

Interest _____

Employees Earning a Salary

Food and beverages _____

Lodging _____

Parking _____

Supplies (postage, stationary, other office supplies) _____

Other travel expenses _____

Telecommunication expenses _____

Salary paid to an assistant _____

Other _____

Employees Earning (Commission Income)

Accounting and legal fees _____

Advertising and promotion _____

Entertainment _____

Leasing cost for computer & or cell phone: _____

Work-Space-in-the-Home Expenses

Sq. footage of home office _____ Sq. footage of home _____

Electricity, Water & Heat _____

Maintenance _____

Insurance (commission only) _____

Property Tax (commission only) _____

Rent _____

Other Expenses _____