

Information we are waiting for:

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Questions:

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**Employment Expenses - Tax Year 2024**

**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 Dates: From : \_\_\_\_\_ To: \_\_\_\_\_ Value of vehicle \$ \_\_\_\_\_

Monthly Lease Payments \_\_\_\_\_

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 \_\_\_\_\_ Weekly Hrs \_\_\_\_\_

Electricity, Water & Heat \_\_\_\_\_

Maintenance \_\_\_\_\_

Insurance (commission only) \_\_\_\_\_

Property Tax (commission only) \_\_\_\_\_

Rent \_\_\_\_\_

Other Expenses \_\_\_\_\_