

EMPLOYMENT EXPENSES CHECKLIST

If your employer requires you to pay expenses in order to earn income, this checklist will assist you in providing the relevant information and supporting documentation needed.

REQUIRED SCHEDULES	✓
<ul style="list-style-type: none"> • T2200 form completed and signed by your employer for each taxation year • If you drive to earn employment income, a detailed kilometer log (see attached sample) is required for each vehicle: <ul style="list-style-type: none"> ○ Starting and ending odometer reading ○ Date of each business trip ○ Starting and ending address for each business trip (do NOT include driving to your main office from home or back – this is considered personal by CRA) ○ Number of kilometers for each trip ○ Reason for each trip • There are many apps you can use instead of pen & paper (i.e. MileIQ, QBO) that will do your tracking for you • If you are a transportation employee (i.e. long-haul truck driver), your employer may fill out a TL2 form instead – in this case, you will be required to keep a log of how many days you are out of town 	
ALLOWABLE DEDUCTIONS	✓
<p><i>Depending on what your employer has filled out on the T2200 form, you may be eligible to deduct the following expenses:</i></p> <ul style="list-style-type: none"> • Accounting and legal fees • Advertising and promotion • Allowable motor vehicle expenses (see more below) • Food, beverages, and entertainment expenses • Lodging • Parking • Supplies (for example, postage, stationery, other office supplies) • Other expenses (commonly cell phone, please specify) • Tradesperson/Apprentice mechanic tools expenses, up to a maximum of \$500, after a deductible • Musical instrument expenses • Artist's employment expenses <p>Office in Home Expenses: <i>Do you work at least 50% of the time at home? What percentage of your home is used for business?</i></p> <ul style="list-style-type: none"> • Rent, condo fees/strata • Tenant or home insurance (commission employees only) • Property taxes (commission employees only) • Repairs, maintenance, cleaning service, lawn service • Utilities <p>Vehicle Expenses: <i>See accompanying sample km log. Please also provide year/make/model of vehicle, purchase date and cost</i></p> <ul style="list-style-type: none"> • Gas & Oil • Car Wash • Maintenance • Loan Interest or Lease amount • Insurance 	