



Employment Expense Checklist

(All expenses should be total for entire year)

Have you included your T2200? Yes No (Required from employer to claim employment expenses)

Advertising \$ _____ Professional Insurance \$ _____

Office Expenses \$ _____ Business tax, fees, licenses, dues and memberships \$ _____

Meals and entertainment \$ _____ Supplies \$ _____ other fees \$ _____

Rent \$ _____ Travel \$ _____

Wages & Benefits \$ _____ (subcontractors if any)

Vehicle: Make _____ Model _____ Year _____ Approx. value \$ _____

Km for business _____ Km Total for year _____

Gas \$ _____ Rep. and Maintenance \$ _____ Insurance \$ _____

Interest on loan or lease payments \$ _____ Car washes \$ _____ Parking \$ _____

Home Office: (Employees not on commission can only claim utilities and internet)

Total Sq. ft. of home: _____ Total Sq. ft. of office: _____ Heat \$ _____

Electricity \$ _____ House Insurance \$ _____ Maintenance \$ _____

Mortgage interest \$ _____ Property Taxes \$ _____

Equipment Purchased:

Equipment purchases over \$500

Equipment Cost: _____

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