

ASSOIGNON & COMPANY INC.

Professional Accountant

EMPLOYMENT EXPENSE SUMMARY

Name: _____

Company Name (T4): _____

INCOME

Employment Income \$ _____

Total Commissions (included in employment income) \$ _____

EXPENSES

Accounting & Legal \$ _____

Advertising \$ _____

Lodging \$ _____

Meals & Entertainment \$ _____ x 50% \$ _____

Supplies \$ _____

Telephone \$ _____

Utilities \$ _____

Other (provide description) _____ \$ _____

BUSINESS USE OF HOME

Complete this section if you used a home office during this past year and wish to claim expenses.

Square footage of office _____ sq. ft.

Total square footage of home _____ sq. ft.

Percentage of home used for office _____ %

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Maintenance \$ _____

Mortgage Interest (request statement from bank) \$ _____

Property Taxes \$ _____

ASSOIGNON & COMPANY INC.

Professional Accountant

MOTOR VEHICLE EXPENSE SUMMARY

Complete this section for each vehicle you are claiming expenses for from the prior year.

Vehicle Specifications:

Name of vehicle owner: _____

Year _____

Make _____

Model _____

Date of purchase _____

Original purchase price, including GST \$ _____

EMPLOYMENT USE CALCULATION

Use the following section to calculate your business use, or provide an approximate percentage. Please note that CRA requires that a logbook be kept to track actual usage.

Odometer at January 1 _____ kms

Odometer at December 31 _____ kms

Kilometers driven for business use _____ kms

Business use portion % _____ %

EXPENSES

Fuel & Oil \$ _____

Loan Interest *(request statement from bank)* \$ _____

Insurance \$ _____

License & Registration \$ _____

Repairs & Maintenance \$ _____

Lease Payments \$ _____

Parking \$ _____