

Employment Expense Checklist

To assist in the preparation of your Personal Income Tax Return please complete this form and attach the supporting documentation. (Optional – total receipts by category and attach a calculator tape.)
In the event of an audit, the onus of proof is on the taxpayer; unsupported claims may be denied.

For information on Audits refer to [Understanding Tax: Audits](#).

Name: _____

Employment Information

T2200 Declaration of Conditions of Employment
 TL2E Claim for Meals and Lodging Expenses (Transport employees only)
 Do you qualify for a GST rebate? **Y** **N** (If YES prior year rebate \$ _____)

Expenses

<input type="checkbox"/> Accounting and legal	<input type="checkbox"/> Supplies
<input type="checkbox"/> Advertising and promotion	<input type="checkbox"/> Telecommunication expenses
<input type="checkbox"/> Food and beverages (includes travel and conference meals)	<input type="checkbox"/> Lease - computers
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Lease - cell phones
<input type="checkbox"/> Lodging	<input type="checkbox"/> Other (eg. licences, training costs, etc.)

Auto Expenses

An auto log is proof of your entitlement to a deduction for auto expenses.

Description of vehicle
Year, Make, Model: _____

Was a new vehicle acquired in the year? **Y** **N** (If YES, please provide documents)
 Was a vehicle sold during the year? **Y** **N** (If YES, please provide documents)

Km driven for employment purposes: _____ **Total km driven:** (Jan 1–Dec 31) _____

<input type="checkbox"/> Fuel	<input type="checkbox"/> Maintenance and repairs
<input type="checkbox"/> Insurance (include copy of policy)	<input type="checkbox"/> Interest (include loan documents)
<input type="checkbox"/> Lease costs (include documents)	<input type="checkbox"/> Parking

Was an allowance received? **Y** **N** (If YES, provide details) \$ _____

Work-Space-In-Home

Area used for workspace: _____ **Total area of home:** _____

<input type="checkbox"/> Hydro, heat, and water	<input type="checkbox"/> Other
<input type="checkbox"/> Maintenance (includes strata fees)	
<input type="checkbox"/> Commission employees only	
<input type="checkbox"/> Insurance	<input type="checkbox"/> Property taxes (sewer and garbage)

Keeping Records

Generally you must keep your records for six years from the end of the taxation year to which they relate.
For more information about keeping records see [Understanding Tax: Record Retention](#).