

2020 EMPLOYMENT EXPENSES SUMMARY

Client Name _____

Company name (T4) _____

INCOME

Employment income _____
Total commissions (included in employemnt income) _____

EXPENSES

Accounting and legal _____
Advertising _____
Meals and entertainment _____ x 50% _____
Lodging _____
Supplies _____
Telephone _____
Utilities _____
Other (provide description) _____

BUSINESS USE OF HOME

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

Square footage of office _____ sq. ft.
Total square footage of home _____ sq. ft.
_____ %

Heat _____
Electricity _____
Insurance _____
Maintenance _____
Mortgage interest (request statement from bank) _____
Property taxes _____

2020 MOTOR VEHICLE EXPENSE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for 2020

Client Name: _____

VEHICLE SPECIFICATIONS

Year	_____
Make	_____
Model	_____
Date of purchase	_____
Original Purchase price - including GST	_____

EMPLOYMENT USE CALCULATION

*Please use the following section to calculate your employment use, or provide an approximate %
Note that CRA has increased its scrutiny on automobile expenses and has recently disallowed claims where no logbook was used to track actual usage*

Odometer deading at January 1	_____	km
Odometer deading at December 31	_____	km
Kilometers driven for business use	_____	km
Business use portion	_____	%

EXPENSES

Fuel and oil	_____
Maintenance and repairs	_____
insurance	_____
License and registration	_____
Loan <u>interest</u> (request statement from bank)	_____
Lease payments	_____
Parking	_____