



**EMPLOYMENT EXPENSES INFORMATION SHEET
PERSONAL TAX (T777 FOR T2200)**

NAME: _____

DATE: _____

STANDARD EXPENSES:

TOTAL AMOUNT:

| | |
|---|--|
| ACCOUNTING AND LEGAL FEES | |
| ADVERTISING AND PROMOTION (Commission Employee Only) | |
| ENTERTAINMENT AND MEALS (100% - Commission Employee Only) | |
| LODGING (Commission Employee Only) | |
| PARKING | |
| SUPPLIES | |
| OTHER EXPENSES | |
| | |

MOTOR VEHICLE EXPENSES:

DETAILS/TOTAL AMOUNT:

| | |
|---|--|
| MAKE OF VEHICLE | |
| KM'S DRIVEN FOR EMPLOYMENT PURPOSES (Only provide total for tax processing) * | |
| TOTAL KM'S DRIVEN DURING THE YEAR (Only provide total for tax processing) * | |
| FUEL AND OIL | |
| MAINTENANCE AND REPAIRS | |
| INSURANCE | |
| PURCHASE/LEASE AGREEMENT & CURRENT STATEMENT **PROVIDE DOCUMENTS** | |
| LICENSE AND REGISTRATION FEES | |
| INTEREST | |
| LOAN/LEASING COSTS | |
| SALES AGREEMENT **PROVIDE DOCUMENTS IF SOLD IN TAX YEAR** | |
| <i>*Detailed Log Book required only if Reviewed/Audited – hold for your records</i> | |

HOME EXPENSES FOR EMPLOYMENT USE:

DETAILS/TOTAL AMOUNT:

| | |
|---|--|
| HEAT | |
| ELECTRICITY | |
| INSURANCE (Commission Employee Only) | |
| MAINTENANCE | |
| PROPERTY TAXES (Commission Employee Only) | |
| RENT/MORTGAGE INTEREST | |
| TOTAL SQUARE FEET | |
| EMPLOYMENT SQUARE FEET | |