



## COMMISSIONED EMPLOYEES

Below we have included important information that is often missed when initially submitting information to complete commissioned employees returns for individuals: Please fill in the information below and circle the correct responses. **Please provide all other expenses in an organized format.**

**PLEASE PROVIDE US WITH A COPY OF A T2200 FROM YOUR EMPLOYER TO ENABLE CLAIM OF EMPLOYMENT EXPENSES**

Yes No

Are you required to use your automobile in completion of your employment duties:

Yes No

**BUSINESS USE OF AUTOMOBILE:**

Number of kilometers used for employment purposes in year \_\_\_\_\_

Number of total kilometers traveled in year \_\_\_\_\_

**NOTE: When claiming business use of vehicle, remember a log is required to be kept in order to justify your mileage claims to the Canada Revenue Agency.**

Are you leasing or financing a vehicle you are claiming as employment expenses:

Yes No

**IF YES PLEASE COMPLETE RELEVANT INFORMATION:**

Make and model of vehicle \_\_\_\_\_

Amount of Lease payments for the year (net of HST) \_\_\_\_\_

Amount of interest paid on vehicle loan \_\_\_\_\_

Insurance cost for Vehicle \_\_\_\_\_

Repairs and Maintenance for Vehicle \_\_\_\_\_

License and registrations costs \_\_\_\_\_

Parking/tolls/car washes \_\_\_\_\_

Did you Buy and/or Sell or lease a new vehicle in Year Yes No



If Yes:

Please provide us with copy of bill of sale or lease of new vehicle      Yes    No

If vehicle is financed please ensure financing details are on bill of Sale or please provide details.      Yes    No

If old vehicle not used as trade in. Amount old vehicle sold for \_\_\_\_\_

**BUSINESS USE OF HOME:**

Are you required to maintain an office in your home by your employer      Yes    No

IF YES:

Amount of square footage used for business purposes \_\_\_\_\_

Amount of total square footage of home \_\_\_\_\_

Hydro \_\_\_\_\_

Gas \_\_\_\_\_

Property taxes \_\_\_\_\_

Repairs and Maintenance \_\_\_\_\_

Insurance \_\_\_\_\_

Notes:

**TELEPHONE LINES IN THE HOME THAT ARE NOT DEDICATED BUSINESS LINES ARE NOT DEDUCTIBLE FOR BUSINESS PURPOSES.**