

Are you required to provide a vehicle for use in your employment?

YES

NO

If yes, fill in the chart below

1

2

3

Automobile description
Original price
Year purchased
Sale Price
Date sold (mm/dd/yy)
Business km driven in the year**
Personal km
Total km
Total Expenses:
Gas & oil
Insurance
Licenses
Repairs & maintenance
Interest on loan
Lease payments

***If you are unable to provide km details, please provide a total of km driven for each vehicle in the year and a reasonable estimate of the kms used for business vs. personal. Should you ever be audited, you will be asked for an automobile log at the time by the Canada Revenue Agency and if you are unable to provide one, your expenses will likely be disallowed.*

PLEASE PROVIDE A LIST OF ALL OTHER EMPLOYEE EXPENSES INCURRED THAT ARE NOT ON THIS CHECKLIST

Does the company you work for collect and remit GST on its products or services?

YES

NO

If yes, provide their GST number: