Valerie L. Burrell Professional Corporation
Chartered Professional Accountant

# EMPLOYEE EXPENSES CHECKLIST 2016

*(Please note, this is a highly audited area by the Canada Revenue Agency. We highly recommend using only accurate records to make your claim.)*

**A T2200 completed and signed by your employer must accompany this checklist.**

| Your Name: | | |
|---|---|---|
| Are you required to provide an office in your home for employment? YES ☐ NO ☐ | | |
| **If yes**: | EMPLOYEE ONLY | COMMISSIONED SALES PERSON |
| Rent | | |
| Utilities | | |
| Maintenance | | |
| Insurance on Home | | |
| Property Taxes | | |
| Size of home: _____ sq ft. | Size of office: _____ sq ft. | |
| Are you required to provide a vehicle for use in your employment? YES ☐ NO ☐<br>**If yes**, fill in the chart below: | | |

**AUTOMOBILE WORKSHEET**

| | 1 | 2 | 3 |
|---|---|---|---|
| Automobile description | | | |
| Original price | | | |
| Year purchased | | | |
| Sale price | | | |
| Date sold (mm/dd/yy) | | | |
| Employment km driven in the year** | | | |
| Personal km | | | |
| Total km | 0 | 0 | 0 |
| 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 percentage of use for employment 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: