

<p>EMPLOYMENT EXPENSE SCHEDULE          COMMISSIONED SALESPERSONS AND SALARIED EMPLOYEES</p>
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Name: \_\_\_\_\_

Year: \_\_\_\_\_ 2021 \_\_\_\_\_

**NOTE: A FULLY COMPLETED T2200 OR T2200S MAY BE REQUIRED. THE T2200 OR T2200S MUST BE SIGNED BY THE EMPLOYER.**

The T2200S is a shorter form that can be used for 2021 if you worked from home due to the COVID-19 pandemic. There is also a temporary flat rate method for using your home as an office where you are allowed to claim \$2 per day if you worked at home for at least 4 weeks because of the pandemic. You may not claim other expenses if you use this method.

EXPENSES (Other than automobile)		BUSINESS USE OF HOME	
Accounting	<input type="text"/>	Total house area (sq. ft.)	<input type="text"/>
Advertising	<input type="text"/>	Area for business (sq. ft.)	<input type="text"/>
Meals and entertainment	<input type="text"/>	Heat	<input type="text"/>
Parking	<input type="text"/>	Hydro	<input type="text"/>
Telephone	<input type="text"/>	House insurance *	<input type="text"/>
Travel (other than car)	<input type="text"/>	Maintenance	<input type="text"/>
Dues	<input type="text"/>	Property taxes *	<input type="text"/>
Office supplies	<input type="text"/>	Water	<input type="text"/>
Computer supplies	<input type="text"/>	Rent	<input type="text"/>
Dues	<input type="text"/>	Condo fees	<input type="text"/>
Equipment rentals or leases	<input type="text"/>	Internet	<input type="text"/>
Other	<input type="text"/>	Other	<input type="text"/>
Other	<input type="text"/>		
Other	<input type="text"/>		
Other	<input type="text"/>		
Other	<input type="text"/>		
Other	<input type="text"/>		
Other	<input type="text"/>		
		* commissioned salespersons only	
		Employer's GST/HST # _____	

Only expenses identified on the T2200 form noted above will be allowed as deductions on the tax return.

It is your responsibility to retain all documents used to complete this schedule.

AUTOMOBILE EXPENSES SCHEDULE

Name: \_\_\_\_\_

Year: 2021

AUTO INFORMATION:

Make

Year

Purchase cost (incl. taxes)

Proceeds, if sold

AUTO EXPENSES

Fuel

Car insurance

Licence

Interest

Maintenance and repairs

Washes

Leasing

Parking

Tolls

Other

PLEASE FILL IN SECTION BELOW:

Business kms. this year

Total kms. this year

Reimbursements

Monthly allowance

Per km allowance

Amount included on T4

If you changed vehicles during the year  
please provide details of purchase or  
leasing documents

Canada Revenue Agency requires that you maintain a log where you record your business trips and personal use of the vehicle. This log will assist in properly completing the usage section above.

We encourage you make sure that you have such records available.