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| <p>EMPLOYMENT EXPENSE SCHEDULE COMMISSIONED SALESPERSONS AND SALARIED EMPLOYEES</p> |
|--|

Name: _____

Year: _____ 2025 _____

NOTE: A FULLY COMPLETED T2200 IS REQUIRED. THE T2200 MUST BE SIGNED BY THE EMPLOYER.

EXPENSES (Other than automobile)

| | |
|-----------------------------|----------------------|
| Accounting | <input type="text"/> |
| Advertising | <input type="text"/> |
| Meals and entertainment | <input type="text"/> |
| Parking | <input type="text"/> |
| Telephone | <input type="text"/> |
| Travel (other than car) | <input type="text"/> |
| Dues | <input type="text"/> |
| Office supplies | <input type="text"/> |
| Computer supplies | <input type="text"/> |
| Dues | <input type="text"/> |
| Equipment rentals or leases | <input type="text"/> |
| Tolls | <input type="text"/> |
| Other | <input type="text"/> |

BUSINESS USE OF HOME

| | |
|-----------------------------|----------------------|
| Total house area (sq. ft.) | <input type="text"/> |
| Area for business (sq. ft.) | <input type="text"/> |
| Heat | <input type="text"/> |
| Hydro | <input type="text"/> |
| House insurance * | <input type="text"/> |
| Maintenance | <input type="text"/> |
| Property taxes * | <input type="text"/> |
| Water | <input type="text"/> |
| Rent | <input type="text"/> |
| Condo fees | <input type="text"/> |
| Internet | <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: 2025

AUTO INFORMATION:

| | |
|-----------------------------|----------------------|
| Make | <input type="text"/> |
| Year | <input type="text"/> |
| Purchase cost (incl. taxes) | <input type="text"/> |
| Proceeds, if sold | <input type="text"/> |

AUTO EXPENSES

| | |
|-------------------------|----------------------|
| Fuel | <input type="text"/> |
| Car insurance | <input type="text"/> |
| Licence | <input type="text"/> |
| Interest | <input type="text"/> |
| Maintenance and repairs | <input type="text"/> |
| Washes | <input type="text"/> |
| Leasing | <input type="text"/> |
| Other | <input type="text"/> |
| Other | <input type="text"/> |
| Other | <input type="text"/> |

PLEASE FILL IN SECTION BELOW:

| | |
|-------------------------|----------------------|
| Business kms. this year | <input type="text"/> |
| Total kms. this year | <input type="text"/> |

| | |
|-----------------------|----------------------|
| Reimbursements | <input type="text"/> |
| Monthly allowance | <input type="text"/> |
| Per km allowance | <input type="text"/> |
| Amount included on T4 | <input type="text"/> |

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.