

Employment Expense Checklist

Name _____

If you are an *employee* and your employer requires you to pay expenses to earn your employment income, you can use this checklist. It will help you calculate the expenses you can deduct. It also gives you all the information you need to claim the employee goods and services tax/harmonized sales tax (GST/HST) rebate.

If you are deducting employment expenses, your employer will have to complete and sign CRA's Form T2200. If you have more than one employer, ask each employer to complete and sign a form.

Do you have a completed T2200 (Declaration of Conditions of Employment) from your employer/s? Yes _____ No _____

Are you paid commission? Yes _____ No _____

Are you an apprentice mechanic? Yes _____ No _____

Are you a long haul truck driver? Yes _____ No _____

Have you been reimbursed for any expenses by your employer? Yes _____ No _____

Expenses

Accounting ¹	\$ _____	Office Expenses	\$ _____
Advertising ¹	\$ _____	Tradespersons' Tools	\$ _____
Artist Expenses	\$ _____	Parking	\$ _____
Lodging	\$ _____	Other	\$ _____
Meals & Entertainment	\$ _____		\$ _____
Musician Expense	\$ _____		\$ _____

Did you have the following:

Capital asset purchases in the year (i.e. Computers, Equipment, etc)? Yes _____ No _____

If yes, please include a copy of the receipts.

Automobile use for the above described employment activities in the year? Yes _____ No _____

If yes, please request our automobile expense checklist.

Use of home premise for an office? Yes _____ No _____

If yes, please request our office in home expense checklist.

¹ Only commissioned employees may claim accounting and advertising.