

Statement of Employment Expenses

**Expenses (enter business part only) Excluding GST / PST**

Accounting and legal fees
Advertising and promotion
Food, beverages, and entertainment expenses
Lodging
Parking
Supplies (e.g., postage, stationery, other office supplies)
Other expenses (please specify)
Tradesperson's tools expenses
Apprentice mechanic tools expenses
Musical instrument costs
Artists' employment expenses
Other expenses (please specify)

**Calculation of business-use-of-home expenses Excluding GST / PST**

# of rooms/square feet in workspace		# of rooms/square feet in home
Heat / Electricity / Water		Other: (Specify)
Maintenance		
Phone		
Property Taxes (commision employees only)		
Insurance (commision employees only)		

**Motor Vehicle Expenses**

Enter the kilometres you drove in the tax year to earn business income	
Enter the total kilometres you drove in the tax year	
Year Make & Model of vehicle	
Fuel and oil	
Maintenance and repairs	
Insurance	
Business parking fees	
Supplementary business insurance	
Interest paid	Total # days in fiscal period for which interest paid
Total lease charges incurred in fiscal period for the vehicle	
Total lease payments deducted before this fiscal period for the vehicle	
Total number of days the vehicle was leased in all your current and previous fiscal periods	
Manufacturer's list price	
Other expenses (please specify)	

**Capital cost allowance (CCA) claim - Commission employees only (depreciable property, ie office equipment)**

Cost (Excludes GST / PST)	Date Purchased	Item Description
Proceeds of Disposition	Date Sold	Item Description

I hereby declare that the above amounts are accurate and do not include GST or PST. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Tanya Hilts is processing only based on the figures I have provided and is not resonsible for any costs or liability arising from any items that may be disallowed upon any such audit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_