



Lawson & Coleman

CHARTERED PROFESSIONAL ACCOUNTANTS



AUTOMOBILE EXPENSES

Did you use your personal vehicle for work in 2023? Yes No

Do you have a signed T2200 - Conditions of Employment form? Yes No

DETAILS ON VEHICLE

Make:

Model:

Year:

Year of Acquisition:

KILOMETERS DRIVEN:

Total kilometers driven for work:

Total kilometers driven in year:

EXPENSES - PLEASE ENTER THE TOTAL AMOUNT FOR THE YEAR:

Fuel:

Maintenance & repairs:

Insurance:

Parking:

Other:

VEHICLE PURCHASED DURING THE YEAR - PLEASE PROVIDE PURCHASE DOCUMENTS:

Date purchased:

Cost of vehicle before taxes:

VEHICLE LEASED DURING THE YEAR - PLEASE PROVIDE LEASE AGREEMENT:

Dates lease began:

Date lease will end:

Lease payments during the year:

Manufacturer's list price:

ADDITIONAL NOTES:

ALL EXPENSES SHOULD BE TOTALLED FROM ACTUAL RECEIPTS THAT CAN BE PRESENTED TO CRA UPON REQUEST IN THE EVENT OF AN AUDIT/REVIEW



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HOME OFFICE EXPENSES

Did you work from home in 2023? Yes No

Did your employer require you to work from home? Yes No

Do you have a signed T2200 - Conditions of employment? Yes No

How many days did you work from home: _____

Home office square footage: _____ Total home square footage: _____

EXPENSES THAT CAN BE CLAIMED - PLEASE ENTER THE TOTAL AMOUNT FOR THE YEAR:

Electricity, heat, water:

Electricity, heat, water portion of strata fees:

Home internet (monthly fees):

Rent paid:

Minor repairs & maintenance:

ADDITIONAL EXPENSES THAT CAN BE CLAIMED IF YOU EARN COMMISSION INCOME:

Home insurance:

Property taxes:

Lease of cell-phone, computer, etc. related to earning commission income:

ADDITIONAL EXPENSES THAT COULD BE CLAIMED:

Office supplies (stationary, postage, etc.):

Cellphone & long-distance charges:

Traveling expenses (food & lodging):

Other expenses:

EXPENSES THAT CANNOT BE CLAIMED:

Mortgage interest & Principal Payments

Computer purchase

Home internet connection fees

Wall Decorations

Furniture & other capital items

ADDITIONAL NOTES:

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