



EMPLOYEE & COMMISSION EXPENSE STATEMENT

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EMPLOYEE & COMMISSION EXPENSE STATEMENT

Warning: This is not an official Canada Revenue Agency form and should not be filed with any tax return

Client Name:

Attach a copy of either form T2200 or TL1

Do you qualify for the GST/HST Rebate? Yes No

Commission Earnings (Box 42 on T4).....

Limit expenses to commission income? Yes No

Expenses

Accounting and legal fees:.....

Advertising and promotion:

Food, beverage and entertainment: (100%).....

Food, beverage and entertainment (Allowable portion - .50%).....

Lodging: (Travel)

Parking:

Supplies: (e.g. postage, stationery, other office supplies).....

Tradesperson's tools expense: (provide a list of tools, signed by employer & dated)

Apprentice mechanic tools expense:.....

Musical instrument costs:

Capital cost allowance for musical instruments:.....

Artists' employment expenses:.....

Other expenses: (please specify).....

1.

2.

3.

Business - Use - of Home Expenses

Total home square footage: Business sq. footage:

Insurance: (commission employees only)..... X

Electricity, Heat, Water: X

Maintenance (office only):..... X

Property taxes: (commission employees only)..... X

Rent: X

Other Expenses: X

1. X

2. X

Subtotal: (Please complete)



**IF VEHICLE PURCHASED/LEASED DURING THE YEAR,
PROVIDE COPY OF PURCHASE/LEASE AGREEMENT**

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Calculation of Motor Vehicle Expenses

Cost of new vehicle, before trade in: Date of purchased
Total km's driven in taxation year: Km's driven to earn income in taxation year:
Make: Model: Year:

Fuel: (gas/oil etc)	<input type="text"/>	X	<input type="text"/>
Maintenance & Repairs:	<input type="text"/>	X	<input type="text"/>
Insurance:	<input type="text"/>	X	<input type="text"/>
Licence/Registration:	<input type="text"/>	X	<input type="text"/>
Capital cost allowance:			<input type="text"/>
Interest expense:	<input type="text"/>	X	<input type="text"/>
Leasing costs:	<input type="text"/>	X	<input type="text"/>
407/ETR: (business use)			<input type="text"/>

Subtotal (Please complete) _____

EMPLOYEE & COMMISSION EXPENSE STATEMENT

Fixed Asset Additions / Deletions

(If fixed assets additions are less than \$250.00 then enter amounts under Supplies in Expenses)

Musical Instruments and Automobiles Only

Description	Amount
1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>
7.	<input type="text"/>
8.	<input type="text"/>
9.	<input type="text"/>
10.	<input type="text"/>

Subtotal (Please complete) _____

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