

# 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<sup>1</sup> \$ \_\_\_\_\_  
Advertising<sup>1</sup> \$ \_\_\_\_\_  
Artist Expenses \$ \_\_\_\_\_  
Lodging \$ \_\_\_\_\_  
Meals & Entertainment \$ \_\_\_\_\_  
Musician Expense \$ \_\_\_\_\_

Office Expenses \$ \_\_\_\_\_  
Tradespersons' Tools \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
\$ \_\_\_\_\_

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.*

<sup>1</sup> Only commissioned employees may claim accounting and advertising.