



## MTS TAX

59 Kirby Ave Unit 1b, Dundas, ON, L9H 6P3

905-807-3876

[mtstax.ca](http://mtstax.ca)

[rachel@mtstax.ca](mailto:rachel@mtstax.ca)

### Employment Expenses Income Tax Preparation Checklist

#### --- General Requirements ---

- T2200 (Declaration of Conditions of Employment) from your employer

#### ---Motor Vehicle Expenses ---

- The kilometres you drove in the tax year to earn business income \_\_\_\_\_
- The total kilometres you drove in the tax year \_\_\_\_\_
- Fuel and oil \_\_\_\_\_
- Interest if you are financing your vehicle \_\_\_\_\_
- Insurance \_\_\_\_\_
- License and registration \_\_\_\_\_
- Maintenance and repairs \_\_\_\_\_
- Leasing cost if you are leasing your vehicle \_\_\_\_\_
- Other expenses (please specify) \_\_\_\_\_
- Business parking fees \_\_\_\_\_
- Supplementary business insurance \_\_\_\_\_

#### --- Salaried Employees ---

- Accounting and legal fees \_\_\_\_\_
- Travelling expenses \_\_\_\_\_
- Parking \_\_\_\_\_
- Supplies \_\_\_\_\_
- Salary expenses \_\_\_\_\_
- Office rent \_\_\_\_\_
- Home office (only utilities and maintenance) \_\_\_\_\_

#### --- Commission Employees ---

In addition to expenses listed under salaried employees, commission employees may also deduct:

- Advertising \_\_\_\_\_
- Meals and entertainment \_\_\_\_\_
- Lodging \_\_\_\_\_
- Licenses \_\_\_\_\_
- Electronic equipment \_\_\_\_\_
- Training costs \_\_\_\_\_
- Travel fare \_\_\_\_\_
- Home office (utilities, maintenance, property taxes, and home insurance) \_\_\_\_\_

#### --- Transportation Employees ---

- Lodging \_\_\_\_\_
- Meals \_\_\_\_\_

#### --- Employed Artists ---

- Musical Instruments \_\_\_\_\_

#### --- Employed Tradespersons ---

- Tools \_\_\_\_\_