



## 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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