



230–9600 Cameron Street
Burnaby, BC V3J 7N3

Tel: 604.444.0344
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Email: accting@arpartners.ca
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2019 COMMISSION/EMPLOYMENT EXPENSES CHECKLIST

(must have employer complete and sign T2200 Declaration of Conditions of Employment)

1. General Information

Taxpayer Name

2. Expenses

- Accounting & legal fees (commission employee only) \$ _____
- Advertising & promotion (commission employee only) \$ _____
- Food/entertainment (commission employee only) \$ _____
- Office (business cards, faxes, paper, envelopes, etc.) \$ _____
- Office rent \$ _____
- Rental of office equipment (commission employee only) \$ _____
- Salary paid to a substitute or assistant \$ _____
- Telephone (cellular, long distance etc.) \$ _____
- Travel (airfare, hotels, transportation) \$ _____

3. Home Office Checklist

MEASUREMENTS

- Square footage of entire house \$ _____ sq. ft.
- Square footage of room used for office \$ _____ sq. ft.

EXPENSES

- Rent \$ _____
- Property taxes paid (commission employee only) \$ _____
- House/apartment insurance (commission employee only) \$ _____
- Repairs or maintenance to house/apartment \$ _____
- Water \$ _____
- Heat/electricity \$ _____



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4. Automobile Checklist

KILOMETRES – If you used more than one vehicle for employment in 2019, please provide information for each vehicle.

Please note: *driving between work and home is considered as personal use.*

- Odometer reading at December 31, 2019 _____ km
- Odometer reading at December 31, 2018* _____ km
- Kilometres driven for employment _____ km (total from mileage log)

* or at date when employment started in 2019

VEHICLE SPECIFICATIONS (Please provide purchase/lease documents if purchased or leased in 2019)

- Model _____
- Year _____
- Date of Purchase _____
- Purchase price including tax _____

AUTOMOBILE EXPENSES (total paid during the year)

- Gas / Fuel \$ _____
- Repairs and Maintenance \$ _____
- Insurance \$ _____
- Lease payments \$ _____
- Loan interest (request a statement from your bank) \$ _____
- Parking (used for employment only) \$ _____

5. Notes
