2020 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 $ _____

4. Automobile Checklist

KILOMETRES – If you used more than one vehicle for employment in 2020, please provide information for each vehicle.

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

☐ Odometer reading at December 31, 2020   _____ km

☐ Odometer reading at December 31, 2019*   _____ km

☐ Kilometres driven for employment   _____ km (total from mileage log)

    * or at date when employment started in 2020

VEHICLE SPECIFICATIONS (Please provide purchase/lease documents if purchased or leased in 2020)

☐ 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

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