



Employment Expense Details

Name _____

Taxation year _____

Employer's GST number _____

Expenses

Accounting and legal _____

Advertising and promo _____

Auto expenses
(See Auto expense form) _____

Meals and entertainment _____

Lodging _____

Parking _____

Postage/stationery _____

Other *(specify)* _____

Home office expenses (if eligible)

Utilities
(hydro, gas and water) _____

Maintenance _____

House insurance
(commission employees only) _____

Property taxes
(commission and self employed only) _____

Rent *(if applicable)* _____

Strata fees _____

Garbage collection
(if paid separately) _____

Other (specify) _____

Square footage of house

Used for business _____

Total square footage _____

Employment expense details

Tips for claiming home office expenses

In order to claim expenses for using part of your home as a place of business, you must meet one of two tests:

1. your home office is your principal place of business; **or**
2. your home office is used exclusively for the purpose of earning income from business **and** is used on a regular and continuous basis for meeting clients, customers, or patients of your business

In order to claim expenses, you are required to have a completed T2200 signed by your employer

Note

If you receive a taxable allowance, (auto or otherwise), to offset employment expenses, and your employer did not claim GST Input Tax Credits on the allowance, you may be eligible to receive the GST rebate. In this case we require your employer's GST number and signature on the completed form GST 370

