



Calgary's Choice Tax Services

Employment Expense Checklist

(All expenses should be total for entire year)

Have you included your T2200?

(Required from employer to claim employment expenses)

Advertising \$ _____ Bad Debts \$ _____

Professional Insurance \$ _____

Office Expenses \$ _____

Business tax, fees, licenses, dues, memberships, subscriptions \$ _____

Meals and entertainment \$ _____

Supplies \$ _____ Legal, acctg, other fees \$ _____

Rent \$ _____ Travel \$ _____

Wages & Benefits \$ _____ (subcontractors)

Vehicle: Make _____ Model _____ Year _____

Approx value \$ _____

Km for business _____ Km Total for year _____

Gas \$ _____ Rep. & Maint. \$ _____

Insurance \$ _____ Lic & Reg \$ _____

Interest on loan or lease payments \$ _____

Car washes \$ _____ Parking \$ _____

Home Office: (Employees not on commission can only claim utilities and internet)

Total Sq. ft of home: _____ Total Sq ft of office: _____

Heat \$ _____ Electricity \$ _____

House Insurance \$ _____ Maintenance \$ _____

Mortgage interest \$ _____ Property Taxes \$ _____

Equipment Purchased:

Equipment purchases over \$500

Equipment Cost

"Let us worry about your taxes, so you don't have to"

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