

Employment/Commission Expense Worksheet

GUIDELINES/INSTRUCTIONS:

If you were eligible to deduct employment expenses as an employee/commissioned salesperson, please provide us with the following information to assist in preparing your tax returns:

- A signed copy of Form T2200 from your employer
- Summary and/or receipts of all expenses incurred during the year for purposes of employment
- Details of home office expenses if you use it for employment purposes
- Details of vehicle expenses if you use it for employment purposes
- Details on any reimbursements received from your employer, if any

Home office and vehicle expense worksheets are available on our website. Note that home office and vehicle expenses can only be claimed if they are a condition of your employment and indicated as such on Form T2200.

The following can be used to assist you in summarizing your employment/commission expenses:

	<u>Employee</u>	<u>Commissioned</u>
Advertising and promotion	N/A	\$ _____
Food and beverages <i>(@100%)</i>	\$ _____	_____
Entertainment <i>(@100%)</i>	N/A	_____
Lodging	_____	_____
Parking	_____	_____
Licenses and dues	N/A	_____
Computer leasing costs	N/A	_____
Supplies	_____	_____
Accounting and legal fees	N/A	_____
Telephone and fax	_____	_____
Training costs	N/A	_____
Travel	N/A	_____
Salary paid to an assistant	_____	_____
Office rent	_____	_____
Vehicle expenses <i>(see vehicle worksheet)</i>	_____	_____
Home office expenses <i>(see home office worksheet)</i>	_____	_____
Other <i>(specify)</i>	_____	_____
	_____	_____
	_____	_____
TOTAL EMPLOYMENT EXPENSES	\$ 	\$
Total reimbursements received by employer, if any	\$ 	\$