

Employment Expense Checklist

Name of Business _____

If you are an employee and your employer requires you to pay expenses to earn your employment income, you can use this checklist. It will help you calculate the expenses you can deduct. It also gives you all the information you need to claim the employee goods and services tax/harmonized sales tax (GST/HST) rebate.

If you are deducting employment expenses, your employer will have to complete and sign CRA's form T2200. If you have more than one employer, ask each employer to complete and sign a form.

Do you have a complete T2200 (Declaration of Conditions of Employment) from your employer/s? ☐ Yes ☐ No

Do you earn commission? ☐ Yes ☐ No

Are you an apprentice mechanic? ☐ Yes ☐ No

Are you a long haul truck driver? ☐ Yes ☐ No

Has your employer reimbursed you for expenses? ☐ Yes ☐ No

Expenses

Accounting ¹	\$ _____	Office Expenses	\$ _____
Advertising ¹	\$ _____	Other	\$ _____
Artist Expenses	\$ _____	Parking	\$ _____
Lodging	\$ _____	Tradepersons' Tools	\$ _____
Meals & Entertainment	\$ _____		
Musician Expenses	\$ _____		

Did you have the following:

Capital Asset purchases in the year (i.e. Computers, Equipment, etc)? ☐ Yes ☐ No

If yes, please include a copy of the receipts.

Automobile use for employment activities? ☐ Yes ☐ No

If yes, please request our automobile expense checklist.

Do you use a home office? ☐ Yes ☐ No

If yes, please request our office in home expense checklist.

¹ Only commissioned employees can claim accounting and advertising.