

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:

	Employee	Commissioned
Advertising and promotion	N/A	\$
Food and beverages (@100%)	\$	
Entertainment (@100%)	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 (see vehicle worksheet)		
Home office expenses (see home office worksheet)		
Other (specify)		
Total employment expenses	-	-
Total reimbursements received by employer, if any	\$	\$