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Conditions of Employment

 Employment Expenses Worksheet

**Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax Year: \_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is the **T2200** – Declaration of Conditions of Employment - included?Yes  No 

Are you a: Tradesperson  Apprentice mechanic Employed artist  Forestry worker

\*Apprentice Mechanic Tools – provide list with item and cost. The list must be signed by the employer.**\***

|  |  |  |
| --- | --- | --- |
| EXPENSES while employed with the above employer and based on what you are eligible to claim | For salary employee | For commission employee |
|  |  |  |
| Accounting or legal fees | **-----** | **$** |
| Advertising & promotion | **-----** | **$** |
| Meals (if required to be away for more than 12 hours) | **$** | **$** |
| Entertainment | **-----** | **$** |
| Travel - *meals* | **$** | **$** |
| * *lodging*
 | **$** | **$** |
| * *transportation*
 | **$** | **$** |
| Parking (for work only) | **$** | **$** |
| Supplies (office, tools, postage) | **$** | **$** |
| Salaries | **$** | **$** |
| Tax preparation fee | **$ -----** | **$** |
| Office rent | **$** | **$** |
| Licenses  | **-----** | **$** |
| Equipment leasing | **-----** | **$** |
| Training costs | **-----** | **$** |
| Employment portion of basic cell service | **$** | **$** |
| Employment portion of long-distance phone calls |  |  |
| Other expenses (specify): |  |  |
|  |  |  |
|  |  |  |

**HOME OFFICE EXPENSE**

If you work from home, what percentage of duties are performed at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Is there an area in your home that is used exclusively to meet clients? Yes  No 

What is the area of your home that is used for work?

Square footage of house \_\_\_\_\_\_\_\_\_\_\_\_ vs. square footage used for work \_\_\_\_\_\_\_\_\_\_\_\_\_,

*or* percentage of house used for work \_\_\_\_\_\_\_\_\_\_\_\_\_%

|  |  |  |
| --- | --- | --- |
| Home office EXPENSES | For salary employee | For commission employee |
| Electricity | **$** | **$** |
| Heat | **$** | **$** |
| Water | **$** | **$** |
| Maintenance | **$** | **$** |
| Insurance | **-----** | **$** |
| Property taxes | **-----** | **$** |
| Rent | **$** | **$** |
| Internet access fees (not connection fees) | **$** | **$** |
| Other: | **$** | **$** |
|  | **$** | **$** |

**VEHICLE EXPENSE**

|  |  |
| --- | --- |
| Vehicle: year, make & model: |  |
| Date purchased: | subtotal $ HST $ Total $ |
| Date leased: | subtotal $ HST $ Total $ |
| Date put into use for employment: |  |
| Date sold: | subtotal $ HST $ Total $ |
| Date taken out of use for employment: |  |
| Total kilometres for year: | Kilometres for employment-use only: |

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle Expenses: | Subtotal | HST | Total |
| Fuel | $ | $ | $ |
| Maintenance & repair | $ | $ | $ |
| Insurance | $ | $ | $ |
| License & registration | $ | $ | $ |
| Interest paid | $ | $ | $ |
| Lease payments | $ | $ | $ |
| Parking fees (employment only) | $ | $ | $ |
| Other: |  |  |  |