

Appendix 7: Employment Expense

Office supplies (postage, stationary, ink cartridge, etc) _____

Employment usage of the cellphone, long distance phone charge _____

Home office

 Square footage of the home office _____

 Square footage of your entire home _____

Expenses below are for the the full year Tax Year

Electricity	_____	Heat	_____
Water	_____	Home internet	_____
Maintenance(cleaning supplies, light bulb)			_____
Rent			_____
Home insurance (commissioned employee only)			_____
Property tax (commissioned employee only)			_____

Traveling expenses: Food and beverage _____ Lodging _____ Transportation _____

Cellphone air time/Long distance charges _____

Salary to an assistant _____ Office rent _____ Parking _____

Motor vehicle expenses

Make	_____	Model	_____	Year	_____
Fair market value of this vehicle at the beginning of the year (first year claim only)					_____
Total kilometers driven in the calendar year					_____ km
Kilometres driven for earning employment income					_____ km
Fuel	_____	Maint .& Repairs (incl. Washes)			_____
Lease cost	_____	Automobile Insurance			_____
Registration	_____	Interest on vehicle loan			_____

Accounting and legal fee (commissioned employee only) _____

Adverting and promotion (commissioned employee only) _____

Entertainment expenses (commissioned employee only) _____

Training cost (commissioned employee only) _____

Licensing cost (commissioned employee only) _____