



CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

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## MOVING EXPENSE WORKSHEET

Who can claim moving expenses?

- 1) You have moved a minimum 40 kilometers closer to a new place of work or school.  
(You or your spouse must be starting a new job or relocating your self-employment business)
- 2) You have established a new place to live (eg. You sold or rented out your prior residence)

If these conditions do not apply to you, then you do not need to complete this form. If you are not certain, then please contact us and discuss the issue with one of KMA's tax professionals.

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### 1. Personal Identification

Taxpayer Full Name \_\_\_\_\_  
Spouse Full Name \_\_\_\_\_

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### 2. Employer Details

Previous Employer

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

New Employer

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date you or your spouse started the new employment: \_\_\_\_\_

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### 3. Details of your move

Old Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

New Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of your move: \_\_\_\_\_

When moving, did you fly or drive to your new residence?      Flew      Drove      Both

Flying: Did you make more than one trip?      YES      NO

If "YES", please provide details:

1st Trip	Cost: _____	Date: _____	Reason: _____
2nd Trip	Cost: _____	Date: _____	Reason: _____
3rd Trip	Cost: _____	Date: _____	Reason: _____
4th Trip	Cost: _____	Date: _____	Reason: _____

Driving: Did you make more than one trip?      YES      NO

If "YES", please provide details:

1st Trip	Cost: _____	Date: _____	Reason: _____
2nd Trip	Cost: _____	Date: _____	Reason: _____
3rd Trip	Cost: _____	Date: _____	Reason: _____
4th Trip	Cost: _____	Date: _____	Reason: _____

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### 4. Moving Expenses

4.1 Did you use a moving company?

**YES**      Name of moving company: \_\_\_\_\_  
Amount paid (please attach receipt): \_\_\_\_\_ Date paid: \_\_\_\_\_

**NO**      How did you move your household? \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

4.2 How did the members of your household move to the new location? \_\_\_\_\_

4.3 How did the other members of your household arrive at the new residence? (By automobile, flying, or other):  
\_\_\_\_\_

4.4 How many days did you spend travelling? If you made multiple trips, please include all those days: \_\_\_\_\_

4.5 Did you or members of your household stay in hotels, motels, or other *paid* accommodation during the move?

**YES**      Total spent on accommodation: \_\_\_\_\_ (Please attach receipts)  
Total spent on meals: \_\_\_\_\_ (Please attach receipts)

**NO**

4.6 Did you or members of your household stay in temporary accommodation before or after the move?

**YES**      Dates of temporary accommodation: \_\_\_\_\_ Total cost: \_\_\_\_\_

**NO**

4.7 Did you incur any costs related to maintaining your old residence for a period of time after the move?  
YES Please provide a listing of expenses in the Incidental Moving Costs Table at the bottom of the page  
NO

4.8 Did you or your spouse receive reimbursement of moving costs from an employer?  
YES What was the amount of the reimbursement? \_\_\_\_\_  
NO

5. Purchase and Sale of Residence  
Did you sell or purchase a residence as a result of the move?  
YES Please provide the following information and copies of all relevant documents.

Sale of old residence  
Selling Price: \_\_\_\_\_  
Realtor Commission: \_\_\_\_\_  
Legal Fees: \_\_\_\_\_  
Advertising or other costs: \_\_\_\_\_

Purchase of new residence  
Purchase Price: \_\_\_\_\_  
Legal Fees: \_\_\_\_\_  
Taxes paid for registration of title: \_\_\_\_\_  
Date of purchase: \_\_\_\_\_

NO

INCIDENTAL MOVING COSTS TABLE

- Please provide details on other moving costs in the table below
- Cancellation of a lease in order to move to the new work location. Please provide the amount paid and copies of the cancellation agreement.
  - Change of address of legal documents
  - Replacing drivers license and permit, but not including insurance
  - Utility connection and disconnection costs
  - Transportation costs of moving boats or trailers

	Name and/or details of cost	Cost
1		
2		
3		
4		
5		
6		
7		
8		