



Phone: 416-934-7744
Email: INFO@KHFinancial.ca
Web: KHFinancial.ca

TAX YEAR _____

EMPLOYMENT EXPENSES PERSONAL TAX RETURN SUMMARY

Client Name _____

Employer Name _____

Business Address _____

Position _____

EXPENSES

Legal & Accounting		_____
Meals and entertainment	_____ x 50%	_____
Advertising/Promo		_____
Lodging		_____
Parking		_____
Supplies		_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____

NOTES:



Phone: 416-897-4771
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Web: www.KHFinancial.ca

BUSINESS USE OF HOME

Complete this section if you used a home office during the year and wish to claim expenses

Square footage of office _____ sq. ft. OR # of Rooms
Total square footage of home _____ sq. ft. OR Total # of Rooms
_____ %

Heat _____
Electricity _____
Insurance _____
Maintenance _____
Mortgage interest (request statement from bank) _____
Property taxes _____
Rent _____

EMPLOYMENT AUTOMOBILE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for

Client Name: _____

VEHICLE SPECIFICATIONS

Year _____
Make _____
Model _____
Date of purchase _____
Original Purchase price - including GST _____

BUSINESS USE CALCULATION

Please use the following section to calculate your business use, or provide an approximate %

Note that CRA has increased its scrutiny on business automobile expenses and has recently disallowed claims where no logbook was used to track actual usage

Odometer deading at January 1 _____ km
Odometer deading at December 31 _____ km
Kilometers driven for business use _____ km
Business use portion _____ %

EXPENSES

Fuel and oil _____
Loan interest (request statement from bank) _____
insurance _____
License and registration _____
Repairs and maintenance _____
Lease payments _____
Parking _____

**When you have everything filledout and together, send us everything
HERE --> <http://goo.gl/fddCku>**