

## Employment Expenses Checklist

- Return this form with your documentation.
- All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

This form is used for the following:

- Employment expenses to earn salary or commission
- Apprentice mechanical tools expense
- Employees working in forestry operations
- Employed artist

Attach the **signed form** authorizing the employment expenses:

- ☐ T-2200 – Declaration of Conditions of Employment
- ☐ TL-2 – Claim for Meals and Lodging Expenses

## Income and Expenses

	Amount	GST/HST	Amount inc. GST/HST <sup>1</sup>
<b>Income from commissions</b>			
<b>Expenses:</b>			
Accounting and legal fees			
Advertising, promotion, gifts, etc.			
Bad debts			
Cell phone and internet expenses			
Equipment leases (e.g. computer, photocopier)			
Lodging			
Meals & entertainment			
Parking			
Supplies (e.g. postage, stationery, other office supplies )			

<sup>1</sup> Unless you are requesting a GST/HST rebate on the expenses, just complete the last column, Amount inc. GST/HST column.

	Amount	GST/HST	Amount inc. GST/HST <sup>1</sup>
Motor vehicle expense (attach checklist)			
Wages for assistants (incl. family members <sup>2</sup> )			
Work-at-home-expense (attach checklist)			
Apprentice mechanical tools expense <sup>3</sup>			
Artists employment expenses			
Musical instruments costs			
Other expenses. Please specify:			

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<sup>2</sup> Please include copies of T4 slips and a T4 Summary related to the wages.

<sup>3</sup> Please include employers' certifications that tools are required for use in employment as a tradesperson.