



Aciris Accounting & Tax Inc.

Professional Services For Success!

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EMPLOYMENT EXPENSES CHECKLIST

Expenses if Applicable

- Accounting & Legal Fees
- Advertising and promotion
- Meals and entertainment
- Lodging
- Parking
- Supplies
- Other specific expenses

Automobile Expenses

- Total Kms/Miles driven during the year
- Kms/Miles for Employment
- Gas/Fuel
- Repairs and Maintenance
- Auto Rental
- Insurance

Work Space At Home Expenses

- Required by employer as per T2200 form
- Work space used for employment
- Total space in home
- Rent
- Utilities (Heat, Hydro, Water)
- Repairs and Maintenance
- Insurance (commission employees only)
- Property Taxes (commission employees only)

- License registration
- Auto Loan Interest
- Leasing Costs
- Capital Cost allowance
- Office at home expenses

Note: Work space expenses can only be deducted, if it is principle place of business.
(Office at home expense cannot be deducted to create or increase a loss)

Prompt, Convenient & Professional Service - Aciris Accounting
To Speak to A Tax Advisor, Call Us (416-227-2005) or email: info@aciris.com

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**Note: The Canada Revenue Agency will no longer mail out cheques for any payments. Please ensure that you provide your direct deposit information or a void cheque.*