



Matthew G. Dixon

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EMPLOYMENT EXPENSE CHECKLIST

All information provided on this form should be supported with receipts which you should keep in event of an audit.

Are you a commissioned salesperson? Yes No

Did your employer provide you with a signed T2200 (Declaration of Conditions of Employment)?
If yes, please provide a copy. Yes No

Did your employer provide you with a TL-2 (Claim for Meals and Lodging Expenses)? Yes No
If yes, please provide a copy.

Will you be claiming home office expense? If yes, please fill in this checklist. Yes No

Will you be claiming motor vehicle expense? If yes, please fill in the Motor Vehicle Checklist Yes No

INCOME AND EXPENSES	AMOUNT	GST/HST	Amount Incl. GST/HST
Income from Commission	\$	\$	\$
Expenses:			
Accounting and Legal Fees	\$	\$	\$
Advertising and Promotions	\$	\$	\$
Computer and Software	\$	\$	\$
Equipment Leases and/or Rental	\$	\$	\$
Meals and Entertainment	\$	\$	\$
Travel and Lodging	\$	\$	\$
Parking	\$	\$	\$
Supplies (Postage, stationary etc.)	\$	\$	\$
Motor Vehicle Expense (attach supporting Checklist)	\$	\$	\$
Wages for Assistants	\$	\$	\$
Apprentice Mechanical Tools	\$	\$	\$
Musical Instruments	\$	\$	\$
Artists' Employment	\$	\$	\$
Work at home expenses (attach supporting checklist)	\$	\$	\$
Other Expenses (please specify)	\$	\$	\$
	\$	\$	\$

If you have any questions, please contact my office.