



Matthew G. Dixon

Chartered Accountant Professional Corporation

MOTOR VEHICLE CHECKLIST

Please use a separate form for each vehicle. All information provided on this form should be supported with receipts which you should keep in event of an audit.

Vehicle Information (please provide copy of purchase or lease agreement, if new this year)

Year _____ Make _____ Model _____ Owned Leased
Total KM Driven in year _____ KM driven for Business use in year _____
Did you purchase/ start lease during the year? Yes No

Lease Information (If applicable)

Lease Start Date _____ Lease End Date _____
DD/MM/YY DD/MM/YY

Manufacture's List Price \$ _____
Deposit Made at Start of Lease \$ _____
Total Lease Charges in Year \$ _____

Purchase Information (If new in year)

Date of Purchase _____ Purchase Price (include taxes) \$ _____

Vehicle Costs	Amount	GST/HST	Amount Including GST/HST
Annual Auto Club Fees (CAA)	\$ _____	\$ _____	\$ _____
Gas and Oil Costs	\$ _____	\$ _____	\$ _____
Interest Fees	\$ _____	\$ _____	\$ _____
Insurance Fees	\$ _____	\$ _____	\$ _____
Licence and Registration Fees	\$ _____	\$ _____	\$ _____
Repairs and Maintenance	\$ _____	\$ _____	\$ _____
Tolls and Washes	\$ _____	\$ _____	\$ _____
Parking (for Business Purposes)	\$ _____	\$ _____	\$ _____
Other Costs (specify)	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____

If you have any questions, please contact my office.