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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 Purchased/ Leased this Vehicle 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)	$	$	$
	$	$	$