

### Employment/Commission Expense Worksheet

#### Guidelines & Instructions:

If you were eligible to deduct employment expenses as an employee/commissioned salesperson, please provide us with the following information to assist in preparing your tax returns:

- A signed copy of Form T2200 from your employer
- Summary and/or receipts of all expenses incurred during the year for purposes of employment
- Details of home office expenses if you use it for employment purposes - Details of vehicle expenses if you use it for employment purposes
- Details on any reimbursements received from your employer, if any

Home office and vehicle expense worksheets are available on our website. Note that home office and vehicle expenses can only be claimed if they are a condition of your employment and indicated as such on Form T2200.

The following can be used to assist you in summarizing your employment/commission expenses:

		Employee	Commissioned
Advertising and promotion		N/A	_____
Food and beverages	@100%	N/A	_____
Entertainment	@100%	N/A	_____
Lodging		_____	_____
Parking		_____	_____
Licenses and dues		N/A	_____
Office supplies		_____	_____
Accounting and legal fees		N/A	_____
Telephone		_____	_____
Training costs		N/A	_____
Travel		N/A	_____
Salary paid to an assistant		_____	_____
Office rent		_____	_____
Vehicle expenses	(See worksheet)	_____	_____
Home office expenses	(See worksheet)	_____	_____
Other – please specify		_____	_____
		_____	_____
		_____	_____
<b>Total employment expenses</b>		\$ _____	\$ _____