

VEHICLE EXPENSES WORKSHEET

Guidelines and Instructions:

Employees and commissioned salespersons are eligible to deduct vehicle expenses if:

- you are normally required to work away from your employer's place of business
- you had to pay your own vehicle expenses under the contract of employment, and
- a non-taxable allowance for vehicle expenses was not received by your employer
- a signed T2200 form was obtained from your employer (provide a copy with your tax information)

If you were self-employed, and use your vehicle for business and personal use, you can only deduct the part of the expenses that you paid to earn income. However, you can deduct the full amount of parking fees incurred for business, as well as supplementary business insurance required for your vehicle.

If you are eligible to deduct vehicle expenses, please provide us with the following information to assist us in preparing your tax returns:

- Please provide kilometers driven for business/employment purposes and total kilometers driven in the year
- Summary and/or receipts of vehicle expenses, such as fuel, insurance, repairs and maintenance, lease payments or financing costs
- Please provide the purchase/sale documents for any vehicle that was bought, leased or sold during the year

NOTE: A detailed vehicle log of record of kilometers driven for business/employment purposes by trip will be required to satisfy any CRA audits. Driving to/from your home to your regular place of business/employment is not considered to be for business/employment. It is recommended that a kilometer log book is maintained tracking business versus personal use.

The following can be used to assist you in summarizing your vehicle expenses:

Vehicle Information

Make: _____
 Model: _____
 Lease or Own? _____
 If own, is the vehicle financed? _____
 Date acquired: _____
 Manufacturer's list price: _____

Total Kilometers for the year: _____
 Kilometers driven for business: _____

Vehicle Expenses

	<u>Before GST</u>	<u>GST</u>	<u>Including GST</u>
Fuel:	_____	_____	_____
Repairs and maintenance:	_____	_____	_____
Insurance:	_____	N/A	N/A
Interest on financing:	_____	N/A	N/A
Lease payments for the year:	_____	_____	_____
Vehicle purchase price:	_____	_____	_____
Parking for business purposes:	_____	_____	_____

If new vehicle purchased during the year, please include purchase documents.