

# EMPLOYEE OR COMMISSION SALESPERSON EXPENSES

**NAME:** \_\_\_\_\_

**TAXATION YEAR: 20** \_\_\_\_\_

Accounting/Legal Fees	<input type="text"/>	Lodging	<input type="text"/>
Advertising/Promotion	<input type="text"/>	Parking	<input type="text"/>
Auto – complete separate sheet	<input checked="" type="checkbox"/> <input type="checkbox"/>	Supplies/Postage/Stationery	<input type="text"/>
Meals @100%	<input type="text"/>	Other:	<input type="text"/>
Entertainment @100%	<input type="text"/>	_____	<input type="text"/>
<b>Employers GST/HST Number *</b>	<input type="text"/>	_____	<input type="text"/>

\*(if you are eligible to claim the Employee and Partners GST rebate)

**HOME OFFICE EXPENSES**

Gas	<input type="text"/>	Rent (if applicable)	<input type="text"/>
Hydro	<input type="text"/>	Strata fees	<input type="text"/>
House Insurance (Commission & Self-employed only)	<input type="text"/>	Utilities	<input type="text"/>
Cleaning Supplies	<input type="text"/>	Water	<input type="text"/>
Mortgage Interest (Self employed only)	<input type="text"/>	Garbage Collection	<input type="text"/>
Property Taxes (Commission & Self employed only)	<input type="text"/>	Other	<input type="text"/>
Square footage used for business	<input type="text"/>	_____	<input type="text"/>
Total square footage of house	<input type="text"/>	_____	<input type="text"/>

**NOTES:**

- For employees a [T2200](#), signed by your employer, is required
- If you receive a taxable allowance (auto or other) to offset employment expenses, and your employer did not claim GST/HST Input Tax Credits on the allowance, you may be eligible to receive the GST/HST rebate. In this case we require your employer's GST/HST number and signature on the completed form [GST 370](#)
- Employees may not claim house insurance, mortgage interest or property taxes, as indicated above
- Self employed persons may claim expenses against commission income earned