

# STERLING STANFORD

CHARTERED PROFESSIONAL ACCOUNTANTS

## EMPLOYMENT EXPENSES

**Note - In order to deduct employment expenses, we required a signed T2202 from your employer.**

Name of Employer: \_\_\_\_\_

Employer GST number: \_\_\_\_\_

### EXPENSE

Advertising \$ \_\_\_\_\_

Meals and Entertainment \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Interest and bank charges \$ \_\_\_\_\_

Licenses, memberships and dues \$ \_\_\_\_\_

Office Expenses \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Legal fee \$ \_\_\_\_\_

Accounting fee \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Salaries, wages and benefits \$ \_\_\_\_\_

Travel expenses-hotel, air, ferry \$ \_\_\_\_\_

Telephone (employment %\_\_\_\_\_) \$ \_\_\_\_\_

Internet (employment %\_\_\_\_\_) \$ \_\_\_\_\_

Training \$ \_\_\_\_\_

Other - \_\_\_\_\_ \$ \_\_\_\_\_

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### ASSETS PURCHASED

Computers \$ \_\_\_\_\_

Furniture \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Other - \_\_\_\_\_ \$ \_\_\_\_\_

### HOME WORK SPACE EXPENSES

Square feet for employment use	
Total square feet of house	
% of time used for employment	

Electricity, heat and water \$ \_\_\_\_\_

Repairs and maintenance \$ \_\_\_\_\_

Internet \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Strata fees \$ \_\_\_\_\_

Insurance (commission income only) \$ \_\_\_\_\_

Property tax (commission income only) \$ \_\_\_\_\_

### EMPLOYMENT USE OF VEHICLE

Kilometers driven for employment purposes	
Total kilometers driven	

Cost of vehicle purchased in the year	
Make, model, year	

Gas and oil \$ \_\_\_\_\_

Interest on vehicle loan \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs and maintenance \$ \_\_\_\_\_

Lease payments (if applicable) \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_