

Business, Self-Employed or Employment Expenses Check List

Although we have tried to include everything, this is not a complete list of eligible expenses. For further information, please visit

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/slprtnr/bsnssxpns/menu-eng.html>

Please print this checklist and use it to help gather all the documentation and information that may be needed to complete your T2125 or T777.

Make sure to separate out the HST.

In addition, if you are claiming Employment expenses, you must provide a signed T2200 from your employer for the relevant tax year.

The expenses you can claim as an employee are very limited. If you are not sure, please ask us or visit <http://www.cra-arc.gc.ca/employmentexpenses/>

Check List

Business Fees

- Lawyer's fees (business related)
- Professional fees paid to accountant, notary, paralegal, or translator

Capital Expenses

- Office furniture (bookcases, light fixtures, desk, table, chairs)
- Computer hardware (including upgrades), mouse, cables
- Computer software
- Telephone, cellular phone, fax, answering machine

Telephone Expenses

- Internet expense
- Long distance calls
- Land line, cellular phone expenses

Interest Expenses

- Business Credit Card annual fees and interest
- Business banking charges and fees including monthly services
- Business loan interest paid
- Mortgage interest paid

Office Expenses

- Office rent
- Mailbox, safety deposit box rental fees
- Courier, parcels, postage stamps, registered mail
- Pens, pencils, paper, calculator, and other office supplies
- Books, newspaper, and magazines (single copies and subscriptions)

Automobile Expenses (for each vehicle used for business use):

- Car make, model, and year of purchase
- Total annual kilometres and business-related kilometres
- Car purchase price
- Annual car leasing charges
- Annual auto financing (interest) charges
- Annual insurance premiums
- Auto registration
- Driver's license renewal, license plate sticker
- Gasoline
- Repairs and maintenance
- Car rentals
- Parking (including monthly parking permits)
- Auto club membership (CAA, etc.)

Interest Expenses

- Business Credit Card annual fees and interest
- Business banking charges and fees including monthly services
- Business loan interest paid
- Mortgage interest paid

Office Expenses

- Office rent
- Mailbox, safety deposit box rental fees
- Courier, parcels, postage stamps, registered mail
- Pens, pencils, paper, calculator, and other office supplies
- Books, newspaper, and magazines (single copies and subscriptions)

Supplies

- Paper towels, napkins, cleansers, garbage bags
- Tools, supplies, materials, samples

Travel Expenses (only if it relates to you earning income from your business)

- Air, sea, or land transportation tickets
- Hotel
- Visa or passport expenses
- Foreign country meals, entertainment, and gifts

Other Business Expenses

- Advertising and business cards
- Photo developing/printing, film, albums
- College, university tuition (must have T2202A)
- Flowers, plants
- Maintenance and repairs of computer, electronics, phone equipment
- Membership and license fees
- Professional fees
- Bad debts (NSF cheques, notarized I.O.U. notes)
- Value of ending inventory

Home Office Expenses

- Total house/apartment square footage
- Square footage of business use
- Rent, name of landlord (must have receipts)
- Annual property taxes
- Utilities: hydro, water, gas
- Home/business insurance
- Home/business maintenance and repairs, including monthly fees

Please include any other documents that could be relevant to the preparation of your tax return.

Note: If you are claiming employment expenses, you must have a signed T2200 from your employer.