



## Employment Expenses Checklist

All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

Use this form for:

- Employment expenses to earn salary or commission
- Apprentice mechanical tools expense
- Employees working in forestry operations
- Employed artist

Signed Authorization form attached	<input type="checkbox"/> T-2200 Declaration of Conditions of Employment	<input type="checkbox"/> TL-2 Claim for meals and Lodging Expenses
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	Subtotal	GST/HST	Total <sup>1</sup>
<b>Income from commissions</b>			
<b>Expenses</b>			
Accounting and legal fees			
Advertising, promotion, gifts, etc.			
Bad debts			
Cell phone and internet expenses			
Equipment leases (e.g. computer, photocopier)			
Lodging			
Meals and entertainment			
Parking			
Supplies (e.g. postage, stationery, other office supplies )			
Automobile expense (attach <b>Automobile Expense Checklist</b> )			
Assistant wages (including members of your family) <sup>2</sup>			
Home office expense (attach <b>Home Office Expense Checklist</b> )			
Apprentice mechanical tools expense <sup>3</sup>			
Artist's employment expenses			
Musical instruments costs			
Other expenses (specify):			

<sup>1</sup>Unless you are requesting a GST/HST rebate on the expenses, just complete the last column.

<sup>2</sup>Include copies of T4 slips and a T4 summary related to the wages.

<sup>3</sup>Please ensure that tools are required for use in employment as a tradesperson.