



Dyck & Walker-Dean
CHARTERED PROFESSIONAL ACCOUNTANTS

Employment Expense Checklist

Name _____

If you are an **employee** and your employer requires you to pay expenses to earn your employment income, you can use this checklist. It will help you calculate the expenses you can deduct. It also gives you all the information you need to claim the employee goods and services tax/harmonized sales tax (GST/HST) rebate.

If you are deducting employment expenses, your employer will have to complete and sign Form T2200. If you do not have a properly filled out T2200, then no expenses can be deducted. If you have more than one employer, ask each employer to complete and sign a form.

Do you have a completed T2200 (Declaration of Conditions of Employment) from your employer? Yes / No

Are you paid by commission? Yes / No

Have you been reimbursed for any expenses by your employer? Yes / No

Are you an apprentice mechanic? Yes / No

Are you a long haul truck driver? Yes / No

Expenses

Accounting ¹

_____	Tradesperson's tools	_____
_____	Parking	_____
_____	Other	_____
_____		_____
_____		_____
\$ _____	Office expenses	\$ _____

¹ Only commissioned employees may claim accounting and advertising.

Advertising ¹

Artist expenses

Lodging Meals and enter.

Musician expense

Any capital asset purchases during the tax year (i.e. computers, equipment, etc.)? Yes / No **If yes please include a copy of receipts.**

Any automobile use for the above described employment activities during the tax year? Yes / No **If yes please request our automobile expense checklist.**

Use of home premise for an office? Yes / No **If yes please request our office in home expense checklist.**