

Sample Expenses: For Individuals who either report Business income OR Employees with Employment/Commission Expenses

Use this checklist as a guide for the types of expenses you may be able to: i) deduct from business income OR ii) if you are an employee who can deduct employment or commission expenses (Employees must have a signed Form T2200 from their employer to deduct expenses). Provide receipts to support expenses claimed.

SECTION A –

General Business Expenses

- Advertising and promotion
- Bad debts (uncollectible accounts)
- Bank charges on business bank accounts
- Business insurance – fire, theft and/or liability
- Business supplies
- Convention expenses
- Courier, postage and delivery
- Dues, licenses, and memberships
- Equipment leases/rental (other than automobile)
- Goods purchased for resale (cost of sales)
- Interest on loans related to financing the business
- Internet and network services
- Legal and/or accounting fees
- Other professional fees (provide details)
- Management or Administration fees
- Meals and Entertainment
- Office expenses
- Professional development (courses, seminars)
- Research (business related books, magazines, periodicals)
- Subcontract or outside services
- Repairs and maintenance
- Rent and utilities (other than office in home)
- Salaries, wages and benefits paid to employees (include T4/T4 Summary)
- Private health insurance premiums paid
- Telephone, cell, business long distance
- Travel expenses (transportation, accommodation, meals while away). If a portion of travel is personal, indicate percentage.
- Other expenses related to your business (Provide explanation/detail).
- Capital assets purchased. Include supporting receipts for eg. computer, furniture).

SECTION B –

Home Office Expenses

- Rent paid
- Heat
- Hydro
- Water/Sewage
- General maintenance, minor repairs, supplies
- Maintenance specific to workspace
- Internet access fees
- Home insurance (commission/self-employed only)
- Mortgage interest (self-employed only)
- Property taxes (commission/self-employed only)
- Condominium/Maintenance fees (utilities portion only for employees)
- Security/Alarm
- Other (provide details)

Total area of the home (square footage or #of rooms used exclusively for work); & total area.

For employees, if the area is not used exclusively for work, provide hours/week it is used for business.

If you moved in the year, provide the details for each home office and # of months.

Do you share the workspace with another taxpayer?

Automobile Expenses

- Year, make, model of vehicle.
- Provide copy of purchase or lease agreement if new in 2023.
- **Automobile log** detailing total KM driven in the year for **business or employment**.
- Total KM driven in the year. Provide beginning and ending odometer reading.
- Gasoline and oil
- Maintenance and repairs
- Insurance
- Interest on loan, if financed
- Lease payments
- License and registration
- Tolls
- Parking
- Other, e.g. car washes, auto club

If you receive a reimbursement from your employer that is not on Form T2200, provide details.