
Income Tax Preparation Schedule – Automotive Expense

For _____ Period _____ to _____
Business Name *yyyy-mm-dd* *yyyy-mm-dd*

Business Usage (See notes below)

Kilometers driven to earn income.....
Total kilometers driven in year.....

Direct Expenses (Total for the year)

HST/ GST Included

Fuel.....	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Repairs and maintenance	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Car washes	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Insurance	
License and registration.....	
Parking.....	
Tolls and ferries.....	
Interest.....	
Rent/Lease.....	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Other.....	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Capital Relates Expenses

Vehicle Type _____ Model _____ Year _____
Vehicle acquired _____; Method: Purchased ; Financed ; Leased
yyyy-mm-dd

Unless previously provided please attach the lease or acquisition documentation

In general, you may deduct expenses for operating the vehicle for business or employment. The expenses must be reasonable and supported by receipts. To ensure you receive the full benefit, keep a record for each vehicle of the kilometers and purpose of trips driven for business or employment. It should be noted that trips from home to work and return are personal. Should you change motor vehicle(s) during the year, record the date and odometer reading for each vehicle at the time of disposition. If you use **more than one motor vehicle** for your business, keep a separate record for each vehicle that shows the total and business kilometers you drive, and the cost to run and maintain the vehicle. Calculate each vehicle's expenses separately.

Employees and commissioned salespersons claiming auto expenses require an employer authorized T2200 form.

CRA requires a vehicle log book recording the above information to substantiate business usage.