

**Income Tax Preparation Schedule – Commission & Employment Expenses**

For \_\_\_\_\_ Period \_\_\_\_\_ to \_\_\_\_\_  
*Business Name* *yyyy-mm-dd* *yyyy-mm-dd*

Is the product your employer sells/provides taxable (GST/HST)? Yes  / No

Have you received a T2200 "Declaration of Conditions of Employment" form? Yes  / No

<b>Expenses</b>	Salary	Commission
Motor Vehicle Expenses.....	See Schedule	
Food and Beverage.....	_____	_____
Lodging .....	_____	_____
Parking .....	_____	_____
Supplies (postage, stationary, office supplies) .....	_____	_____
Accounting and Legal.....	_____	_____
Advertising and Promotion.....	_____	_____
Entertainment.....	_____	_____
Other _____.....	_____	_____
Other _____.....	_____	_____

**Home Office Expenses**

Area of home used for workspace.....	_____	
Total area of home.....	_____	
Electricity and water.....	_____	_____
Maintenance.....	_____	_____
Insurance.....	_____	_____
Property Taxes.....	_____	_____
Other _____.....	_____	_____
Other _____.....	_____	_____
Personal Portion.....	_____	%