

## EMPLOYMENT EXPENSE WORKSHEET

YOUR NAME: \_\_\_\_\_

### MOTOR VEHICLE EXPENSES

MAKE/MODEL/YEAR \_\_\_\_\_

KMS FOR BUSINESS USE \_\_\_\_\_ TOTAL KMS DRIVEN IN YEAR \_\_\_\_\_

FUEL \_\_\_\_\_

INSURANCE \_\_\_\_\_

REPAIR & Maint \_\_\_\_\_

PARKING \_\_\_\_\_

INTEREST PAYMENTS \_\_\_\_\_

(VEHICLE PURCHASED DURING THE YEAR – SEE CAPITAL EXPENDITURES BELOW)

### HOME OFFICE EXPENSES

SIZE OF OFFICE IN SQ FEET \_\_\_\_\_ TOTAL SIZE OF HOUSE IN SQ FEET \_\_\_\_\_

OTHER \_\_\_\_\_

HEAT \_\_\_\_\_ ELECTRICITY \_\_\_\_\_

\*PROPERTY TAX \_\_\_\_\_ WATER/GARBAGE \_\_\_\_\_

INTERNET \_\_\_\_\_

\*INSURANCE \_\_\_\_\_

REPAIRS/Maint \_\_\_\_\_ CONDO FEES \_\_\_\_\_

### CAPITAL EXPENDITURES AND OR CAPITAL DISPOSALS

CAPITAL EXPENDITURES ARE GENERALLY FOR ITEMS THAT WILL LAST OVER ONE YEAR, AND OR OVER \$500. IE A NEW VEHICLE, A NEW COMPUTER, OFFICE FURNITURE. CAPITAL DISPOSALS ARE WHEN THESE ITEMS ARE SOLD.

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Please note this is not an exhaustive list. These are the most common employment expenses.

\*Commission Employees only