

**GsA GARY S. ASLETT PROFESSIONAL CORPORATION**  
Chartered Professional Accountant ♦ Chartered Accountant ♦ Certified Financial Planner

1500 Upper Middle Road West, Suite 405, Oakville, Ontario L6M 0C2

Telephone: (905) 465-3313 • Fax: (905) 465-3363

**AUTOMOBILE EXPENSES CHECKLIST**

**Name** \_\_\_\_\_

**Tax Year** \_\_\_\_\_

**PART A - LIST OF EXPENSES:**

What is the make and year of your automobile which you used for employment or business during the year?

***Please complete a separate checklist for each car used for employment or business.***

Make of car \_\_\_\_\_

Year of car \_\_\_\_\_

**Employees only-**

Do you have form T2200 "Declaration of Conditions of Employment" signed by your employer?

Yes [  ] No [  ]

If yes, please attach. If no, you and your employer must complete form T2200 in order to claim employment expenses.

This form is available from Canada Revenue Agency, in the Employment Expenses Tax Guide, or from our office.

**EXPENSES (for this car only):**

Lease costs including PST and GST (include a copy of the lease agreement if a new lease or a new client) \$ \_\_\_\_\_

Note: Do not include on the line above loan payments if you purchased the car; only include payments if you lease the car.

If a new lease, did you pay a lump sum this year? \$ \_\_\_\_\_

Interest costs if car purchased (include copy of interest statement from financial institution) \$ \_\_\_\_\_

Gas \$ \_\_\_\_\_

Repairs and maintenance, car washes \$ \_\_\_\_\_

Car insurance (for this car only) \$ \_\_\_\_\_

License and registration \$ \_\_\_\_\_

Parking (exclude personal parking) (enter the amount on this line which is 100% for business or employment) \$ \_\_\_\_\_

407 toll charges (enter the amount on this line which is 100% for business or employment) \$ \_\_\_\_\_

Auto club (CAA) \$ \_\_\_\_\_

Other (please describe): \_\_\_\_\_ \$ \_\_\_\_\_

Other (please describe): \_\_\_\_\_ \$ \_\_\_\_\_

Use of automobile during the year:

Total number of kilometres driven during the year \_\_\_\_\_

Number of kilometres driven for employment/business\* during the year \_\_\_\_\_

***\*Important: Transportation between your principal place of employment/business and your residence is not considered employment/business mileage.***

**AUTOMOBILE EXPENSES, continued.**

During this year, did you:

- Purchase an automobile used for employment/business? If YES, complete Part B. Yes [ ] No [ ]
  - Sell or trade-in your automobile used for employment/business? If YES, complete Part C. Yes [ ] No [ ]
  - Commence this year to use an auto for employment/business which was purchased in a prior year? If YES, complete Part D. Yes [ ] No [ ]
- All taxpayers should complete Part E for car allowances.

**PART B - PURCHASES THIS YEAR - Please provide a copy of your purchase agreement:**

Date of purchase (m/d/y) \_\_\_\_\_  
Description of automobile \_\_\_\_\_  
Cost, excluding taxes \$ \_\_\_\_\_  
Provincial Sales Tax \$ \_\_\_\_\_  
Goods & Services Tax \$ \_\_\_\_\_

**PART C - DISPOSITIONS THIS YEAR:**

Date of disposition (m/d/y) \_\_\_\_\_  
Description of automobile \_\_\_\_\_  
Cash proceeds \$ \_\_\_\_\_  
or Trade-in value \$ \_\_\_\_\_  
If traded-in, on which new car was the trade-in applied? \_\_\_\_\_

**PART D - AUTOMOBILE PURCHASED IN A PRIOR YEAR BUT FIRST USED FOR EMPLOYMENT/BUSINESS THIS YEAR:**

Date of purchase (m/d/y) \_\_\_\_\_  
Description of automobile \_\_\_\_\_  
Cost, excluding taxes \$ \_\_\_\_\_  
Provincial Sales Tax \$ \_\_\_\_\_  
Goods & Services Tax \$ \_\_\_\_\_  
Market value of car \$ \_\_\_\_\_ [This should be the value when first used for employment/business use.]

**PART E - CAR ALLOWANCE:**

Did you receive any reimbursement or allowance from your employer for automobile expenses? Yes [ ] No [ ]  
If yes, complete the following for the amount received for the year:

	Total received	Amount included on T4 slip
Fixed monthly allowance received	\$ _____	\$ _____
Per km amount received	\$ _____	\$ _____
Other amounts received (please describe)	\$ _____	\$ _____

**Part F: Other information about your automobile and expenses which would assist us with the preparation of your tax return:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_