

EMPLOYMENT EXPENSES CHECKLIST

Name _____

Tax Year _____

Employees only-

Do you have a 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.

These forms are available from Canada Revenue Agency at www.cra-arc.gc.ca in the Employment Expenses Tax Guide, or from our office.

Provide the following details for expenses that have not been reimbursed:

	Amount	Description
Accounting fees	\$ _____	_____
Advertising and promotion (excluding meals and entertainment)	\$ _____	_____
Bank charges on separate business account	\$ _____	_____
Food, beverages and entertainment (exclude golf fees and dues)	\$ _____	_____
Equipment lease charges (exclude purchased equipment)	\$ _____	_____
Legal fees (state purpose for which paid)	\$ _____	_____
Travel and lodging (exclude car expenses)	\$ _____	_____
Salaries and wages paid by you to staff	\$ _____	_____
Supplies	\$ _____	_____
Other expenses (please describe):		
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

HST Rebate for Employees

You may qualify for a rebate of HST paid on certain employment-related expenses if your employer was a HST registrant.

Is your employer registered for HST? Yes [] No []

Is your employer a bank, investment dealer, trust company, insurance company, credit union, or a corporation whose principal business is the lending of money? Yes [] No []

Did you receive a non-taxable allowance from your employer for expenses listed above? Yes [] No []
(You cannot claim a rebate for expenses for which you received a non-taxable allowance.)

Did you receive a taxable allowance from your employer for the expenses above which was included on your T4 slip? Yes [] No []

If you received a taxable allowance from your employer, your employer must complete Area C on form GST370 available at www.cra-arc.gc.ca. Please provide us with a copy of this completed form.