

**Client Data Sheet - A**  
**Automobile Expense Deduction**

<b>Name</b>	
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In order to help us accurately and completely capture your automobile expense deductions, please provide the following information in connection with your employment and/or business use of your automobile.

	Owned AutoMobile	Leased Automobile
Make of Vehicle		
KM driven for employment/business purposes		
Total KM driven for the year		
Date of Acquisition		
Date of Disposition		
Date Lease Began		
Date Lease Terminates [Terminated]		
Leased charges paid during the year [before GST and PST]		
Manufacturer's suggested price [before GST and PST]		
Purchase Cost Before GST and PST		
GST and PST paid on acquisition		
Amount of Refundable Deposits Paid		
Amount of Lease buy-down payment		
Interest paid during the year on purchase loan		
Number of days for which interest was paid or payable		
<b><u>Total Expenses Incurred</u></b>		
Fuel and oil		
Maintenance and repairs		
Insurance		
Licence and registration		
Other [ Specify ]		
Parking fees		

<b>Name</b>	
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In order to help us accurately and completely capture your eligible home office expense deductions, please provide the following information in connection with your employment and/or business use of your home office.

	Employee	Employee with Commissions	Self-Employed Business
<b><u>Home Office Expenses</u></b>			
Rent paid			
Utilities			
Heat			
Hydro			
Repairs and Maintenance			
Insurance	N/A - Note (1)		
Property Taxes	N/A - Note (1)		
Mortgage Interest	N/A - Note (1)	N/A - Note (1)	
Capital Cost Allowance	N/A - Note (1)	N/A - Note (1)	
Other [Please specify]			
Square footage of home office			
Square footage of home			
<b><u>Related Expenses</u></b>			
Supplies <span style="float: right; font-size: small;">Note (2)</span>			
Phone - Personal Extension	N/A - Note (3)	N/A - Note (3)	N/A - Note (3)
Business Long Distance			
Phone - Business Extension	N/A		
Furniture and Equipment			
Purchase Cost	N/A	N/A	
Interest Expense	N/A	N/A	
Lease Cost	N/A		
Computer maintenance	N/A		
Signed T2200 Required	Yes	Yes	No

Note (1) If spouse can prove ownership of and payment for house, you may capture these expenses by having spouse charge rent.

Note (2) Supplies for employee consist of materials directly consumed: pens, pencils, paper clips, stationery, stamps, street maps and directories (not briefcases, calculators or books)

Note (3) Long distance charges incurred in connection with employment income are deductible. Air time charges for a cellular phone are deductible if incurred in connection with employment, however, connect or licence fees are not.