



Taxation year: \_\_\_\_\_

Name: \_\_\_\_\_

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The information gathered in this checklist will assist with the preparation of your tax return. It is not meant to replace professional advice. For more information, please contact the office or click on the following link to be directed to CRA's website.

[CRA - Employment Expenses](#)

### Employment Expense Checklist

- Are you paid by commissions? YES NO (circle one)
- Do you have a completed T2200 - Declaration of Conditions of Employment? YES NO (circle one)
- Does your employer require you to pay for your own expenses? YES NO (circle one)
- Have you been reimbursed for any expenses? YES NO (circle one)  
(if yes, please explain for what and how much) \_\_\_\_\_

**Expenses:**

- Accounting/Legal: \$ \_\_\_\_\_
- Meals & Entertainment: \$ \_\_\_\_\_
- Lodging: \$ \_\_\_\_\_
- Parking: \$ \_\_\_\_\_
- Office supplies: \$ \_\_\_\_\_
- Cell phone: \$ \_\_\_\_\_
- Other (specify): \_\_\_\_\_

**Specialty:**

- Apprentice mechanic tools: \$ \_\_\_\_\_
- Musical instrument costs: \$ \_\_\_\_\_
- Artists employment expenses: \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

If you have an office in your home or drive a vehicle for work, please see our Office in the home sheet as well as our Vehicle sheet on [bethstuartcpa.com](http://bethstuartcpa.com)

***Please ensure that you keep all receipts to substantiate your income and expenses.***

***"Where everybody counts"***