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Name: _____

Year: _____

Vehicle Information

****Please note if you are registered for GST, amounts on this spreadsheet should not include GST.**

Make and year of vehicle @ December 31st: _____

Total kilometers driven for business during the year: _____

Total kilometers driven during the year: _____

Total Fuel: \$ _____ Does the figure include GST? _____

Total Insurance: \$ _____

Total Repairs and Maintenance: \$ _____ Does the figure include GST? _____

Parking: \$ _____ Does the figure include GST? _____

If Applicable:

Purchase or Lease:

Interest on financing purchase of vehicle: \$ _____

Purchase price: \$ _____ Dealer or private? _____

Make and year of vehicle purchased/leased: _____

Lease payment on vehicle: \$ _____ Does the figure include GST? _____

Sale or Trade in:

Make and year of vehicle sold: _____

Selling price or trade in: \$ _____ Does this include all taxes? _____

Prepared by: _____

Date: _____

Please ensure that you keep all receipts and your vehicle log to substantiate your expenses.

"Where everybody counts"