

Please complete this form to help us process your tax return more efficiently!

### Employment Expense Checklist

NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

EMPLOYEES EARNING A SALARY & COMMISSION	TOTAL COSTS*
TRAVEL (Hotels, tolls, Ferries & Flights)	
PARKING	
SUPPLIES (Office , Postage etc)	
TELEPHONE <span style="float: right;">Bus use % _____</span>	
INTERNET <span style="float: right;">Bus use % _____</span>	
ASSISTANT	
OFFICE RENT	

ADDITIONAL ITEMS FOR COMMISSION ONLY	TOTAL COSTS*
Accounting and Legal fees	
Meals and Entertainment	
Advertizing & Promotional	
Licences	
Equipment Leasing (Computers)	
Professional Development & Training	

\* DO NOT Prorate - use full annual totals , we will calculate ratios as needed.