

Schedule B – Motor Vehicle Expenses

VEHICLE 1: *Vehicle Year and Make:* _____

Total KM driven for business in 2020 _____

Total KM driven in 2020 _____

% Business use _____%

Expenses		Includes HST? (circle one)
Fuel	_____	Yes / No
Repairs and maintenance	_____	Yes / No
Insurance	_____	
License and registration	_____	
Interest expense on vehicle loan	_____	
Lease payments	_____	Yes / No
Car washes	_____	Yes / No
Business parking	_____	

** If you purchased or leased a new vehicle in the year, please provide the new vehicle purchase or lease agreement, loan agreement and old vehicle sale or trade-in information if applicable*

Schedule C – Home Office Expenses

Purpose: To calculate the Employment or Business Use of your home office space

Home Office Address: _____

Square footage of home office _____

Total square footage of home _____

% Business use _____%

Expenses		Includes HST? (circle one)
Heat	_____	Yes / No
Electricity	_____	Yes / No
Insurance*	_____	
Maintenance	_____	
Mortgage interest**	_____	
Property taxes*	_____	Yes / No
Water	_____	Yes / No
Other _____	_____	
Other _____	_____	

* Cannot be claimed by employees unless you earn commission income

** Cannot be claimed by employees (commission or salary)