



EMPLOYMENT EXPENSES (T2200 Completed by Employer)

Employer: _____

Business Number: _____

Claim HST Rebate on expenses? Y/N _____

Employees Earning a Salary

Travelling expenses:

Food and beverage (100%) _____
 Lodging _____
 Transportation (airline, bus, train) _____
 Parking _____
 Supplies _____
 Long distance phone charges/cellphone airtime _____
 Other, specify _____

Employees Earning Commission

Accounting and legal fees _____
 Advertising and promotion _____
 Entertainment expenses _____
 Travelling expenses:
 Food and beverage (100%) _____
 Lodging _____
 Transportation (airline, bus, train) _____
 Parking _____
 Supplies _____
 Long distance phone charges/cellphone airtime _____
 Salaries of a substitute or an assistant _____
 Office Rent _____
 Licenses _____
 Bonding premiums _____
 Equipment leasing _____
 Training costs _____
 Other, specify _____

Vehicle Operating Expenses:

Vehicle Make/Model: _____
 Purchase/Lease Date: _____
 Provide purchase documentation for new vehicles _____
 Provide lease documentation for new vehicles _____
 Total KM driven in year _____
 Business KM driven in year _____
 Fuel _____
 Interest _____
 Insurance _____
 Repairs & Maintenance _____
 Leasing _____
 Parking _____
 407ETR _____

Office in Home

Office area (sq ft) _____
 Total home area (sq ft) _____
 Heat _____
 Electricity _____
 Insurance (commission only) _____
 Maintenance _____
 Property Tax (commission only) _____
 Water _____
 Internet _____
 Telephone _____
 Alarm _____
 Other _____

Employer Reimbursements \$ _____



SANDRA SCHOFIELD
Chartered Professional Accountant

Confirmation of Receipts

Canada Revenue Agency requires you to keep financial records for a business, rental property or employment expenses.

I, _____, acknowledge that I have kept receipts, invoices, and any other documentary evidence that supports an item of income, deduction or credit as shown on the summary worksheets provided to Sandra Schofield, CPA to complete my 20____ tax return.

Signature

Date

The CRA says you can use any recordkeeping system as long as it “clearly shows your income and expenses”.

The CRA accepts digital copies of documents, as long as they’re identical to the original copies. (This means you must be able to produce a printed, legible copy of the document for them upon request.)

Digitizing your records is also a great way to avoid accidentally tossing them in a move or an overzealous fit of spring cleaning. Plus, let’s not forget that paper records can fade, and are susceptible to damage. Telling the CRA that “the dog ate my tax records” simply won’t fly.

We recommend scanning every record and receipt in your business, tagging it with a descriptive name, and archiving it forever.

Here are some tools that can make digital recordkeeping easier:

- Secure cloud storage services like Dropbox, Evernote, or Google Drive. Any of these websites will support scanning and storing.
- A dedicated business document scanner (these machines can process large numbers of documents at once and take care of the filing process for you, saving you hours of work).
- A dedicated receipt app such as Receipt Bank – ask us for more info

If you do end up going the paperless route, remember to keep a backup copy of your documents in a secure second location, like a password-protected hard drive, or a secondary cloud storage service.

If you have any questions about keeping receipts, please ask us for more information.