

## Auto Expenses Summary

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If you were required to use a motor vehicle in the course of conducting business or employment, please complete the following summary and provide it to us with your tax records.

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

Are you: ☐ Salaried Employee \* ☐ Commissioned Employee \* ☐ Self-Employed

\* If you are an employee, to claim employment expenses a Declaration of Conditions of Employment Form T2200 must be completed and signed by your employer.

Completed form T2200 provided? ☐ Yes ☐ No ☐ N/A

Description of Automobile: \_\_\_\_\_

Number of kilometers you drove in the year to earn business/employment income: \_\_\_\_\_

Total kilometers you drove in the year: \_\_\_\_\_

### Expenses:

Fuel and Oil	_____
Maintenance and Repairs	_____
Insurance	_____
License and Registration Fees	_____
Interest on money borrowed to buy a motor vehicle	_____
Leasing	_____
Electricity for zero-emission vehicles	_____
Other expenses (Specify: _____)	_____
Total	_____

If you have purchased a vehicle in the current tax filing year, please provide us with copies of:

- ☐ Purchase Agreement
- ☐ Financing/Loan Agreement (if applicable)
- ☐ Lease Agreement (if applicable)
- ☐ Auto Expenses Summaries for both old and new vehicles

If you have sold your vehicle in the current tax filing year or it is no longer used for business/employment purposes, please provide us with:

Date of sale or change in use	_____
Sale price or estimated fair market value	_____