

# Motor Vehicle Worksheet

Instructions for completing this form. You must complete Section "A", and Section "B" if you "OWN" the vehicle, or Section "C" if you "LEASE" the vehicle.

Salaried Employees complete Section "D"

Commissioned Employees complete Section "E"

If you have an office in your home, complete Section "F"

## Section "A"

Are You a commissioned or salaried employee?

Total Km's driven during taxation year

Total Km's driven for business use

Vehicle Make & Model

Year of Vehicle

### Vehicle Expenses

Insurance Paid for months in taxation year

Vehicle Registration

Fuel & Oil Costs

Repairs & Maintenance

## Section "B"

Date Vehicle Purchased

Value when purchased

### If there is a loan on the vehicle

Date Interest Payments Commenced

Date Interest Payment Terminated

Total Interest paid for taxation year

## Section "C"

Date Vehicle Leased

Date Lease is Terminated

Total Lease payments for taxation year

Manufacturer's List Price of vehicle

## Section "D"

Total Food/Entertainment Expense

Lodging Expenses

Parking Expenses

Supplies

**Section "E"**

Accounting & Legal Fees  
Total Entertainment Expense  
Advertising


**Section "F"**

Square footage of Home  
Square footage of home office


Electricity  
Water  
Maintenance  
Insurance      Commission Only  
Property Taxes      Commission Only
