



EMPLOYMENT EXPENSE CLAIM FORM

Provided By A-1 Bookkeeping Services Inc.

If you work as employee for a company and are permitted to claim some expenses due to your employment, you may be able to claim those expenses. If you are self-employed, this is not the correct form, you must use the Business Activity Summary on our website under "Client Zone".

To make a claim for Employment Expenses, **your employer must complete (fully) the Conditions of Employment Form (Form T2200)**. This can be downloaded from the CRA website. The T2200 must be supplied at the time of providing your income tax slips for processing your personal tax return. To claim any expenses, your employer must be specific as to which expenses they suggest you can claim, and the client must complete this Employment Expense Claim Form to accompany the T2200.

The expenses you can claim depend on whether you are commissioned based or not. If your employer reimburses you for any expenses, those expenses cannot be claimed as Employment Expenses.

Commission based employees – This is defined as an employee who sells goods or negotiates contracts for an employer and is paid commission on all or part of their income. Except for interest and capital cost allowance on a vehicle, the total of expenses you can deduct cannot be more than the commissions you receive in the year.

You can claim workspace in your home as employment expenses, but you must spend more than 50% of your time at our home office and must not be a shared space for any other purpose. If you are making a claim for workspace in a home, complete the Business Use of Home form on our website under Client Zone.

Expense	Non-Commissioned Employee	Commissioned Employee
Accounting/Legal	\$	\$
Advertising	N/A	\$
Motor Vehicle	\$	\$
Meals/Entertainment	N/A	\$
Accommodations	N/A	\$
Supplies	\$	\$
Hydro, Heat, Water	\$	\$
Maintenance	\$	\$
Insurance	N/A	\$
Property Taxes	N/A	\$
Internet	\$	\$