



Tel: (416) 900-4188
 fax: (416) 900-4189
 email: info@harmonicteam.com
 web: www.HarmonicTeam.com

2019 EMPLOYMENT EXPENSES SUMMARY

Client Name _____

Company name (T4) _____

INCOME

Employment income _____
 Total commissions (included in employemnt income) _____

EXPENSES

Accounting and legal _____
 Advertising _____
 Meals and entertainment _____ x 50% _____
 Lodging _____
 Supplies _____
 Telephone _____
 Utilities _____
 Other (provide description) _____

BUSINESS USE OF HOME

Complete this section if you used a home office during the year and wish to claim expenses

Square footage of office _____ sq. ft.
 Total square footage of home _____ sq. ft.
 _____ %

Heat _____
 Electricity _____
 Insurance _____
 Maintenance _____
 Mortgage interest (request statement from bank) _____
 Property taxes _____



Tel: (416) 900-4188
fax: (416) 900-4189
email: info@harmonicteam.com
web: www.HarmonicTeam.com

2019 MOTOR VEHICLE EXPENSE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for 2019

Client Name: _____

VEHICLE SPECIFICATIONS

Year _____
Make _____
Model _____
Date of purchase _____
Original Purchase price - including GST _____

EMPLOYMENT USE CALCULATION

*Please use the following section to calculate your employment use, or provide an approximate %
Note that CRA has increased its scrutiny on automobile expenses and has recently disallowed claims where no logbook was used to track actual usage*

Odometer reading at January 1 _____ km
Odometer reading at December 31 _____ km
Kilometers driven for business use _____ km
Business use portion _____ %

EXPENSES

Fuel and oil _____
Maintenance and repairs _____
insurance _____
License and registration _____
Loan interest (request statement from bank) _____
Lease payments _____
Parking _____