

Business Use of Home Expenses

| | |
|--|--|
| Total # rooms / Square feet of home | |
| Total # rooms / Square feet in work space | |
| Heat | |
| Electricity / Water | |
| Repairs & Maintenance | |
| Phone | |
| Other expenses (please specify below) | |
| | |
| | |
| Commission Employees Only Also Complete Below | |
| Property taxes | |
| Insurance | |

Motor Vehicle Expenses

If vehicle is new, or you are a new client, a copy of purchase or lease agreement must be included. All relevant information regarding the vehicle purchase or lease will be taken from this document and retained for use in subsequent years.

| | |
|--|--|
| Year, Make Model of vehicle | |
| Total kms driven during the year | |
| Total WORK kms driven during the year (to earn income) | |
| Fuel | |
| Insurance | |
| License and registration | |
| Maintenance and repairs | |
| Business parking | |
| 407 ETR | |

I hereby declare that the above amounts are accurate. I understand that in the event of any review or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for employment use. Borden Bean Counters is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review.

Signature: _____

Date: _____

Revised March 2020