



Employment Expenses Worksheet

- This form is used for:
- Employment expenses to earn salary or commissions
 - Apprentice mechanical tools expense
 - Employees working in forestry operations
 - Employed artist

All information entered below should be supported by receipts. Although we do not need to see these receipts, please keep them in case the CRA requests to see them.

Provide a signed copy of the following from your employer:

- T2200 (TP-64.3 for Quebec) - Declaration of Conditions of Employment
- TL-2 (TP-66 for Quebec) - Claim for Meals and Lodging Expenses (if applicable)

Employment Information	
Your name	
Name of employer	

Income and Expense Summary				
If you are not required to file a GST/HST return, you only need to complete the "Total" column.				
	Amount	GST/HST	QST (if applicable)	Total
Income:				
Commission income				
Expenses:				
Accounting and legal fees				
Advertising, promotion, gifts, etc.				
Bad debts				
Cell phone and internet expenses				
Equipment leases (e.g. computer, copier)				
Lodging				
Meals and entertainment				
Parking				
Supplies (e.g. postage, stationery)				
Motor vehicle expense	Complete Motor Vehicle Expenses Worksheet			
Wages for assistants*				
Work-at-home-expense	Complete Workspace-in-the-Home Expenses Worksheet			
Apprentice mechanical tools expense**				
Musical instrument expenses				
Artists' employment expenses				
Other expenses (specify):				
*Includes family members. Please include copies of T4 slips and a T4 Summary related to the wages.				
**Please include employers' certification that tools are required for use in employment as a tradesperson.				