

# AUTOMOBILE EXPENSE DETAILS

NAME: \_\_\_\_\_

TAXATION YEAR: \_\_\_\_\_

## AUTOMOBILE EXPENSES

<b>EXPENSES</b>	Vehicle Purchased/Leased during the year, or if already owned: (Please provide Make/Model/Year)
Fuel	_____
Maintenance/Repairs	_____
Insurance	Please provide a copy of the purchase/lease agreement and/or the financing agreement
Vehicle Loan Interest	Cost _____
Leasing Costs [Please advise if includes GST/HST & PST]	PST _____
Car Washes	GST/HST _____
Parking (or Other expenses: please specify)	TOTAL _____
Amount Reimbursed by Employer	If first year of claiming expenses, please indicate the Fair Market Value at business start date, if vehicle already owned _____
Kilometers driven for business purposes	Vehicle Sold during the year (Please provide Make/Model/Year)
Kilometer total for year (including personal)	Sale Proceeds _____

### Tips on claiming automobile expenses:

- Expenses may be claimed by an employee who is regularly required to use their vehicle in the performance of their duties, and who does not receive a tax-free allowance from their employer. You must receive a form T2000, signed by your employer, which certifies these conditions, in order to make a claim on your income tax return.
  - Employees have the option of claiming any allowances received into income and claim related auto expenses, if this is more beneficial.
  - Employees may be able to claim a rebate of GST/HST paid, if they work for an employer registered for GST/HST.
  - Self-employed persons may claim automobile expenses in proportion to their business use.
- In all cases, it is important to document your vehicle expenses. Retain all receipts, and use a mileage log to substantiate business vs. personal use. Otherwise, Canada Revenue may deny you a deduction and may impose their views of personal use proportions on you, unless adequate proof to the contrary is provided.**