

Auto & Home Office Claim

Client Name _____

Taxation Year _____

Employee (require T2200) Self-employed Eligible for GST/HST rebate? YES NO

Business use of personal automobile:

	<u>Car #1</u>	<u>Car #2</u>
Car details: Make/Model	_____	_____
Date acquired	_____	_____
	Lease <input type="checkbox"/> Own <input type="checkbox"/>	Lease <input type="checkbox"/> Own <input type="checkbox"/>
If new lease, obtain copy of agreement for file	<input type="checkbox"/>	<input type="checkbox"/>
If new vehicle, purchase price	_____	_____
Odometer beginning of year	_____	_____
Odometer at end of year	_____	_____
= Total usage for year	_____	_____
Business use kilometers	_____	_____
= Percentage usage	_____	_____
Car expenses: Gas	_____	_____
Repair and maintenance	_____	_____
Insurance	_____	_____
Lease payments	_____	_____
Loan interest	_____	_____
Tolls, Tokens	_____	_____
Parking	_____	_____
Car registration	_____	_____

Reimbursements: Employer allowances or per kilometer reimbursements received \$ _____

Business use of office-in-home:

Total square Footage of Home _____ Square footage of office-in-home _____
 =Percentage usage _____ If new client, amount carried forward from previous year _____

Expenses:

Heat	_____	
Electricity/Power	_____	
Water	_____	
Repair & maintenance	_____	
Insurance	_____	(if employee, commission sales agent only)
Property taxes	_____	(if employee, commission sales agent only)
Mortgage interest/rent	_____	(for self-employed persons only)
Other (provide details)	_____	

Other employment expense deductions with details:

Certification: I certify that the above information has been provided to Mitchell L Miller Incorporated for the purpose of preparing my personal income tax return. I am aware that I must keep detailed log records for my mileage claims, and although not reviewed by MMI, they will be made available upon CRA's request. I also understand that any receipts for car, office or other employment expense claims must be kept on record for a period of 6 years.

NAME _____ SIGNATURE _____
(Please print)