

**EMPLOYMENT EXPENSE CHECKLIST (T777)**

Name: \_\_\_\_\_ For the period from (dd/mm/yy) \_\_\_\_\_ to \_\_\_\_\_

Do you qualify for the GST/HST rebate? **Yes** **No**

If **yes**, provide employer's HST number \_\_\_\_\_

Limit expenses to commision income? **Yes** **No**

**EXPENSES**

Accounting, and legal fees			
Advertising and promotion			

Meals and entertainment			
_____ 50%			
Lodging			
Parking			
Supplies			

Other expenses - Please speicify ( Page 2)			
_____			
_____			
_____			
_____			

Trade person's tools			
( Up to \$500 Maximum)			
Apprentice merchanic tools			
Musical instruments			

Motor vehicle expenses ( not including CCA)			
Work chart ( see page 2)			
Other expenses			

Business-use-of home expense (see Page 2)			
other expenses (please specify)			
_____			
_____			
_____			

Note - if you are not registered for HST, you do not need to list the HST amounts.

### EMPLOYMENT EXPENSE CHECKLIST

Name: \_\_\_\_\_ For the period from (dd/mm/yy) \_\_\_\_\_ to \_\_\_\_\_

#### CALCULATION OF ALLOWABLE MOTOR VEHICLE EXPENSES

(use separate sheet for additional vehicles)

Make of vehicle	
Kilometres driven in taxation year to earn income	
Total kilometres you drove in the taxation year	
Date of acquisition	
Date of disposition (Only, if the date is in the fiscal period)	

	Gross	HST	Net
Fuel and oil			
Maintenance and repairs			
Insurance			
Licensing and registration fees			
Interest - (amt borrowed - \$_____ rate _____%)			
Interest with respect to a motor vehicle other than an automobile			
Leasing costs			
Parking fees			
Other exp. _____			
Other exp. _____			

Less: Total rebates, allowances & repayments you received that are not included in income

\* Please attach any purchase, sale, financing or lease agreements signed during the year.

#### CALCULATION OF BUSINESS-USE-OF-HOME EXPENSES

Heat			
Electricity			
Insurance			
Maintenance			
Mortgage interest (self-employed only)			
Property taxes			
Rent			
Telephone			
Other exp. _____			
Other exp. _____			

Less: Personal-use portion (\_\_\_\_\_%)

Total house area (square feet)

Area for business use only (square feet)