

Schedule 4 – Employment Expenses Schedule

Below are expense categories required to complete your tax return. Please complete the attached summary or provide your own summary schedule.

Expenses	Information Included (✓)
Accounting and legal fees	
Advertising and promotion	
Meals and entertainment expenses	
Lodging	
Parking	
Office supplies and postage	
Other expenses (please specify)	
Tradesperson's tools expenses	
Apprentice mechanic tools expenses	
Musical instrument costs	
Artists' employment expenses	

Motor vehicle expenses	Information Included (✓)
Description of vehicle	
Purchase price (Vehicle cost and HST paid should be separated)	
Purchase date (YYYY-MM-DD)	
Kilometers driven for business	
Total kilometers driven	
Fuel	
Maintenance	
Insurance	
Lease payments	
License and registration	
Interest	
Other	

Please provide details if you sold a vehicle that you had previously used for employment including the proceeds of disposition.



Schedule 4 – Employment Expenses Schedule (Continued)

Business use of home	Information Included (✓)
Home area used for employment	
Total area of home	
Oil	
Electricity	
Water	
Maintenance	
Insurance (commission employees only)	
Property taxes (commission employees only)	

