



Summary of Employment Expenses

Warning: This is not an official Canada Revenue Agency form and should not be filed with your tax return.

Client Name:

Year:

Please provide a signed copy of form T2200 - DECLARATION OF CONDITIONS OF EMPLOYMENT together with this form.

[Link to T2200 - DECLARATION OF CONDITIONS OF EMPLOYMENT](#)

Employees earning a salary

Type of Expense	Total
Food and beverages (total amount, we will calculate allowable portion)	
Lodging	
Parking	
Supplies (postage, stationary, other office supplies)	
Salary paid to an assistant	
Telecommunications expenses	
Office rent	
Other expense (please specify)	

Employees earning commission income

Type of Expense	Total
Accounting and legal fees	
Advertising and promotion	
Entertainment (total amount, we will calculate allowable portion)	
Licences	
Bonding premiums	
Leasing cost for computer and other	
Training costs	
Travel fare	
Other expense (please specify)	



Motor Vehicle Information

Description of Vehicle:		Lease
Description of Vehicle:		Lease
KM driven in the Year to earn Business income		Total KM driven for the Year

Total Annual Vehicle Expenses

Type of Vehicle Expenses:	Net Paid
Fuel and oil	
Interest on vehicle loan	
Insurance	
License and registration	
Maintenance and repairs	
Lease payments	
Parking charges	
Tolls (407 ETR, etc)	
Other expense (please specify)	

Note: Parking tickets and traffic fines are NOT allowable business expenses

Did You Sell or Trade-in a Vehicle(s) this Year? Yes No If yes, complete line(s) below

Description of Vehicle:		Amount received for Vehicle:	
Description of Vehicle:		Amount received for Vehicle:	

Home Office Expenses

Area of Home used for Business (in square feet or metres)	
Total Area of Home (in square feet or metres)	

Type of Home Office Expense	Net Paid
Heat	
Electricity and water	
Insurance (Homeowner's or Tenant's) - commission employees only	
Property taxes - commission employees only	
Other (please specify)	
Other (please specify)	



Capital Asset additions

Include only new tools or items purchased during the year greater than \$500.00 in value. All other items should be included in "Supplies" above.

If you leased or purchased a new or used vehicle(s) during the Year, please provide a copy of the Lease or Purchase Agreement(s)

If you are a New Client, please include copies of any existing Vehicle Lease or Purchase Agreement(s)

Description	Net Paid

Capital Asset deletions

Include only items sold or disposed of during the year

Description	Net

Adobe Reader Users

To save the completed file for uploading to your Rumley & Associates account, use the "SAVE AS TEXT" option under the "FILE" menu. Submit the saved file as a (*.txt) file to Rumley & Associates through the secure "Client Login" area of our web site. Please note, you must register and obtain a username and password prior to accessing the "Client Login" area.

Adobe Acrobat (Standard and Professional) Users

Upon completing the form, please save as a "PDF" and submit to Rumley and Associates through the secure "Client Login" area of our web site.

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