



Tel: 519 576 5220
 Fax: 519 576 5471
 Toll Free: 888 236 5482
 www.bdo.ca

BDO Canada LLP
 The Bauer Buildings
 150 Caroline St. S, Suite 201
 Waterloo ON N2L 0A5 Canada

Employment Expenses Checklist

All information should be supported by receipts. Although we do not need to see these receipts, please keep them in case of an audit.

This form is used for:

- Employment expenses to earn salary or commissions
- Apprentice mechanical tools expense
- Employees working in forestry operations
- Employed artist

Attach the **signed form** authorizing the employment expenses:

- T-2200 - Declaration of Conditions of Employment
- TL-2 - Claim for Meals and Lodging Expenses

	Amount	GST/HST	Total ¹
Income from commissions:			
Expenses:			
Accounting and legal fees			
Advertising, promotion, gifts, etc.			
Bad debts			
Cell phone and internet expenses			
Equipment leases (e.g. computer, photocopier)			
Lodging			
Meals and entertainment			
Parking			
Supplies (e.g. postage, stationery, other office supplies)			
Motor vehicle expense (attach checklist)			
Wages for assistants (incl. family members ²)			
Work-at-home-expense (attach checklist)			
Apprentice mechanical tools expense ³			
Artists employment expenses			
Musical instruments costs			
Other expenses (specify):			

¹ Unless you are requesting a GST/HST rebate on the expenses, just complete the last column.

² Please include copies of T4 slips and a T4 Summary related to the wages.

³ Please include employers' certification that tools are required for use in employment as a tradesperson.