
**EMPLOYEES WHO WORKED
FROM HOME AS USUAL & HAVE
A T2200 TAX CHECKLIST**

Name

Phone

Email

Copy of your previous tax return
(for new clients only)

GST/HST # (if applicable)

Business name

T2200 from your employer

Business income

Expenses for Employees on Salary

Expenses for Employees on Commission

Advertising & promotion expenses

Advertising & promotion expenses

Accounting & Legal Fees

Accounting & Legal Fees

Dues/Professional Fees

Dues/Professional Fees

Food & Beverage

Food & Beverage

Lodging

Lodging

Parking

Parking

Telephone

Telephone

Internet

Internet

Office stationary & supplies

Other

Other

Office stationary & supplies

Business Use of Home Expenses

% of Business Usage

Heat

Water

Electricity

Property taxes

Insurance

(Commission employment only)

(Commission employment only)

Supplementary business insurance

Maintenance

Other expenses

Motor Vehicle Expenses

% of Business Usage

Total kilometres you drove

Maintenance and repairs

Fuel and oil

Leasing cost

Interest

Other expenses (please specify)

Insurance

License & registration