



# Business & Employment Expense Summary

A-1 Accounting & Business Solutions Inc/Calgary EZ Tax



If you are self-employed or are required by your employer to pay for your own business expenses, please provide the totals for the following expenses. This list is not exhaustive; you are welcome to add any other categories that may apply to you.

### Home Office Expenses

Mortgage Interest \$ \_\_\_\_\_  
 Property Tax \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Strata Fees \_\_\_\_\_  
 Repairs/Maintenance \_\_\_\_\_  
 Workspace Sq. Ft. \_\_\_\_\_  
 Entire Home Sq. Ft. \_\_\_\_\_  
 Number of rooms used for workspace \_\_\_\_\_  
 Total number of rooms in home \_\_\_\_\_

### Automobile Expenses

Vehicle Make/Model: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Repairs/Maintenance \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Lease Costs \_\_\_\_\_  
 Interest Expense \_\_\_\_\_  
 km driven for business purposes \_\_\_\_\_  
 Total km driven \_\_\_\_\_  
 Purchase cost \_\_\_\_\_  
*(if we don't already have it, and if vehicle was purchased in the previous tax year)*

### Other Expenses

Travel (*excl. personal auto*) \$ \_\_\_\_\_  
 Advertising \_\_\_\_\_  
 Office Supplies \_\_\_\_\_  
 Computer Supplies \_\_\_\_\_  
 Parking \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Internet \_\_\_\_\_  
 Accounting and legal \_\_\_\_\_  
 Training Costs \_\_\_\_\_  
 Meals and Entertainment \_\_\_\_\_  
 Dues and fees \_\_\_\_\_  
 Freight and Courier \_\_\_\_\_

### Comments / Additional Information

**As always, we do prefer that receipts are separated, totaled, and summarized by each expense category.** You are welcome to contact us if you have any questions or concerns about any of the above.

A-1 Accounting & Business Solutions Inc/Calgary EZ Tax

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