



KGR BOOKKEEPING SERVICES

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Automobile & Office-in-Home Expenses

AUTOMOBILE EXPENSES

Please list automobile(s) on Capital Asset Schedule

Make: Model: Year: Date Acquired:

Total Kilometers Driven during the Tax Year (Jan-Dec)

Total Business Kilometers (or total km above if solely driven for business)

Amounts provided below are GST/HST: Excluded Included

Fuel GST/HST rebate eligible

Maintenance & Repairs (i.e. oil changes, repairs, car wash, etc.) GST/HST rebate eligible

Insurance

License & registration

Interest on vehicle loan

Leasing costs

Other (i.e. parking fees), specify: GST/HST rebate eligible

OFFICE-IN-HOME EXPENSES

Total area of home (sq ft) Area of home solely used for employment/business (sq ft)

Total hours in home (i.e. 168/wk) Total hours of employment/business in home

If applicable, daycare proration (may apply to providers of daycare services from their home):

Hours per day Days per week Weeks per year

Amounts provided below are GST/HST: Excluded Included

Heat

Electricity

Water

Insurance (home, property, rental) *COMMISSION EMPLOYEE/SELF-EMPLOYED ONLY

Maintenances & Repairs (i.e. cleaning products, repairs to office area)

Mortgage Interest (interest ONLY) *COMMISSION EMPLOYEE/SELF-EMPLOYED ONLY

Property Taxes*COMMISSION EMPLOYEE/SELF-EMPLOYED ONLY

Rent

Lease of cell phone/computer/laptop/tablet etc. *COMMISSION EMPLOYEE/SELF-EMPLOYED ONLY

Other, details: