



Automobile Expense Checklist

Complete one form for **each vehicle** you have. All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

Vehicle Information

- Copy of purchase/lease agreement(include if we do not have a copy on file)

Year		Make	
Model		<input type="checkbox"/> Owned	<input type="checkbox"/> Leased
Kilometres driven in year			
Kilometres driven for business use ^A			

^A Note that the distance travelled between your work and home is most often considered personal use.

Lease Information

- No changes from previous year information we have. Otherwise, please complete the rest

MSRP ^B Cost of of Vehicle (incl. all taxes)	
Lease payment (incl. GST)	
Start date of lease	
End date of lease (length of lease)	

^B Manufacturer suggested retail price.

Cost Information

- No changes from previous year. Otherwise, please complete the rest of this section.

Total cost of vehicle incl. GST/HST before any trade in: \$ _____

	Subtotal (Excluding GST/HST)	GST/HST	Total ^C (including GST/HST)
Auto club annual fees – CAA			
Car loan interest paid for the year			

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	Subtotal (Excluding GST/HST)	GST/HST	Total^C (including GST/HST)
Gasoline and oil change			
Insurance			
Lease payments for the year			
License and registration fees			
Maintenance and repairs			
Parking for business purposes			
Washes			
Other auto costs (please describe)			

^C Unless you are making a GST/HST claim for the expenses, you only need to complete the **Total** column.