



Whistler Tax Solutions

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worksheet

B1

Expense worksheet for employees who receive a T4

**You MUST provide a T2200 (declaration of conditions of employment) filled out by employer to claim these expenses. Please submit T2200 with this form annually **

*You can deduct certain expenses you paid to earn employment income. You can do this only if your employment contract requires you to pay the expenses, **and** you didn't receive an allowance for them, or the allowance you received is included in your income.*

Name: _____ **Year:** _____

Are you paid a salary, or paid by commission income? (tick relevant box)

Salary
Commission

Salaried employees

Please enter the **total** amount spent in calendar year on the following applicable categories. Include any GST and PST you paid on these expenses. WTS will calculate the amount that you can claim on your tax return:

Accounting and legal fees _____
Food and beverages (travel) _____
Lodging (travel) _____
Parking (away from your normal place of business) _____
Office supplies (consumables only- paper, ink etc) _____

Employees paid on commission

Please enter the **total** amount spent in calendar year on the following applicable categories. Include any GST and PST you paid on these expenses. WTS will calculate the amount that you can claim on your tax return:

Accounting and legal fees _____
Advertising and Promotion _____
Meals and Entertainment _____
Travel _____
Parking (away from your normal place of business) _____
Office supplies (consumables only- paper, ink etc) _____
Licenses _____