

Please save this PDF to your computer (renaming it to include your/your business' name). Complete the form either electronically or manually and return it to us via email (info@silvergoren.com), fax (416-385-2139) or regular mail (40 Wynford Drive, Suite 107, Toronto, Ontario M3C 1J5).

**STATEMENT OF EMPLOYMENT EXPENSES**

- Accounting and legal fees \_\_\_\_\_
- Advertising and promotion \_\_\_\_\_
- Allowable Motor Vehicle – Schedule A \_\_\_\_\_
- Food, beverages, and entertainment expenses – Schedule D \_\_\_\_\_
- Lodging \_\_\_\_\_
- Parking \_\_\_\_\_
- Office and Supplies – Schedule E \_\_\_\_\_
- Other Expenses – Schedule C \_\_\_\_\_
- Tradesperson’s tools expenses \_\_\_\_\_
- Apprentice mechanic tools expenses \_\_\_\_\_
- Musical instrument expenses \_\_\_\_\_
- Artists’ employment expenses \_\_\_\_\_

**SCHEDULE A –  
CALCULATION OF ALLOWABLE AUTOMOBILE EXPENSES**

- Enter the kilometers you drove in the tax year to earn employment income \_\_\_\_\_
- Enter the total kilometers you drove in the tax year \_\_\_\_\_
- Enter the motor vehicle expenses you paid for:
  - Fuel (gasoline, propane, oil) \_\_\_\_\_
  - Maintenance and repairs \_\_\_\_\_
  - Insurance \_\_\_\_\_
  - License and registration \_\_\_\_\_
  - Capital cost allowance \_\_\_\_\_
  - Interest \_\_\_\_\_
  - Leasing \_\_\_\_\_
  - Other expenses (please specify): \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**SCHEDULE B –  
CALCULATION OF WORK-SPACE-IN-THE-HOME EXPENSES**

Electricity, heat, and water	_____
Maintenance	_____
Insurance (commission employees only)	_____
Property taxes (commission employees only)	_____
Other expenses (please specify):	_____
_____	_____
_____	_____

**TOTAL**

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Personal use portion (% basis)	_____
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**SCHEDULE C – SUMMARY OF OTHER EXPENSES**

Travel expenses – Schedule F	_____
Rental expenses	_____
Telephone expenses – Schedule G	_____
Salaries	_____
Courier and delivery	_____

**TOTAL**

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Other expenses (please specify):	_____
_____	_____
_____	_____

**SCHEDULE D – MEALS AND ENTERTAINMENT**

Dinners	_____
Liquor	_____
Gifts to customers, clients, business associates	_____
Tickets to events	_____
Promotion costs	_____

**TOTAL**

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**SCHEDULE E – OFFICE EXPENSES**

Stationery	_____
Courier	_____
Postage	_____
Printing	_____
<b>TOTAL</b>	_____

**SCHEDULE F – TRAVELLING EXPENSES**

Plane and rail fares	_____
Taxis and public transit	_____
Hotels	_____
Meals	_____
Tips	_____
Gifts in lieu of accommodation	_____
Car expenses	_____
<b>TOTAL</b>	_____

**SCHEDULE G – TELEPHONE EXPENSES**

Telephone – monthly	_____
Long distance	_____
Cell phone	_____
Paging	_____
Answering service	_____
Internet	_____
<b>TOTAL</b>	_____