



Motor Vehicle Expense Checklist

Instructions:

- For **each vehicle** you have, **complete one** of these forms.
- Return this form with your documentation.
- All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

This checklist is used with (please select):

- Statement of Business & Professional Activity Checklist
- Employment Checklist
- Real Estate Checklist.

Vehicle Information

- Copy of purchase/lease agreement included 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*			

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

Lease Information

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

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

** Manufacturer's Suggested Retail Price (similar to list price of the vehicle).

Example:

- MSRP \$30,000 plus \$3,900 HST
- Monthly lease payments of \$800 plus \$104 HST
- Starting July 1, 2010 / Ending August 1, 2014

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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: \$ _____

	Amount net of tax	GST/HST	Total***
Auto club annual fees – CAA			
Car loan interest paid for the year			
Car loan payments for the year			
Gasoline & oil change			
Insurance			
Lease payments for the year			
License & registration fees			
Maintenance & repairs			
Parking for business purposes			
Washes			
Other auto costs (please describe)			

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