

MOTOR VEHICLE EXPENSE CHECKLIST

Complete one of these forms for each vehicle that you have. Return this form with your documentation. All information should be supported by receipts. Although we do not need to see these receipts, they should be kept in case of an audit.

This checklist used with: (please check)

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

VEHICLE INFORMATION: (Please include copy of purchase/lease agreement if we do not have a copy on file.)

Year _____ Make _____ Model _____ Owned ____ Leased ____
 Km's driven in year _____ Km's driven for business use¹ _____

LEASE INFORMATION: If any changes from previous year.

MSRP² of Vehicle (incl. all taxes)/Lease payment (incl. GST)/Start date of lease/Length of lease

ex. MSRP \$30,000 plus \$2,400 PST and \$1,500 GST/ monthly lease payments of \$400 plus \$32 PST and \$20 GST starting May 1, 2008 ending June 30, 2010. MSRP \$30,000 plus \$3,900 HST / monthly lease payments of \$800 plus \$104 HST starting July 1, 2010.

COST INFORMATION: If any changes from previous year.

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

Annual Vehicle Expenses	Amount net of tax	GST/HST	Total ³
Auto club annual fees - CAA			
Car loan interest paid for the			
Car loan payments for the year			
Gasoline & oil change			
Insurance			

¹ Please note that the distance travelled between your work and home is most often considered personal use.

² Manufacturer's Suggested Retail Price (similar to list price of the vehicle).

³ You only need to complete the last column unless you are making a GST/HST claim for the expenses.



CHARTERED ACCOUNTANTS LLP

Lease payments for the year			
License & registration fees			
Maintenance & repairs			
Parking for business purposes			
Washes			
Other auto costs (please describe)			