

## Motor Vehicle Expense Checklist

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

### 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 information we have. 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, 2013 / Ending August 1, 2016

### 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			

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	Amount net of tax	GST/HST	Total***
Car loan payments for the year			
Gasoline and oil changes			
Insurance			
Lease payments for the year			
License and registration fees			
Maintenance and repairs			
Parking for business purposes			
Washes			
Toll fees			
Are these fees 100% business or mixed business and personal?			
Other auto costs (please describe)			

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