

AZURE TAXES

Employment Expense Checklist

Name: _____ Tax Year: _____

Employees Earning A Salary & Commission	Total Costs
Accounting and legal fees	
Meals and entertainment	
Travel (hotels, tolls, ferries, etc.)	
Parking	
Supplies (postage, stationary, office supplies)	
Telephone	
Internet	
Office rent	
Assistant	
Advertising and promotion (commission Only)	
Licenses (commission Only)	
Leasing costs for computers (commission Only)	
Professional development & training (commission Only)	

Home Office Use to Earn Employment Income

Percentage of home used for office _____

(sq. ft. of home used for office/total sq. ft. of home)

	Total Costs
Gas, hydro & water	
Maintenance & repairs (including strata)	
Alarm system	
Property taxes (commission only)	
Insurance (commission only)	

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Personal Vehicle Use to Earn Employment Income

Vehicle description _____

Vehicle Owned		Vehicle Leased	
Purchase price		Date lease starts	
Date of purchase		Date lease ends	
Current value		List price	

Percentage of vehicle used to earn business income _____

	Total Costs
Fuel	
Interest on vehicle loan	
Insurance	
License and registration	
Maintenance and repairs	
Lease payments	