



Accounting Professional Corporation

## Business Expense Summary

If you are self-employed or are required by your employer to pay for your own business expenses, please provide the totals for the following expenses. This list is not exhaustive; you are welcome to add any other categories that may apply to you.

### Home Office Expenses

Mortgage Interest           \$ \_\_\_\_\_  
 Property Tax                    \_\_\_\_\_  
 Rent                                \_\_\_\_\_  
 Utilities                         \_\_\_\_\_  
 Insurance                        \_\_\_\_\_  
 Strata Fees                      \_\_\_\_\_  
 Repairs/Maintenance        \_\_\_\_\_  
 Workspace Sq. Ft.             \_\_\_\_\_  
 Entire Home Sq. Ft.         \_\_\_\_\_  
 Number of rooms used  
 for workspace                 \_\_\_\_\_  
 Total number of rooms  
 in home                         \_\_\_\_\_

### Automobile Expenses

Vehicle Make/Model:        \_\_\_\_\_  
 Year:                            \_\_\_\_\_

Gas                                \_\_\_\_\_  
 Repairs/Maintenance        \_\_\_\_\_  
 Insurance                        \_\_\_\_\_  
 Lease Costs                     \_\_\_\_\_  
 Interest Expense             \_\_\_\_\_  
 km driven for business  
 purposes                        \_\_\_\_\_  
 Total km driven                \_\_\_\_\_  
 Purchase cost  
*(if we don't already  
 have it, and if vehicle  
 was purchased in the  
 previous tax year)*         \_\_\_\_\_

### Other Expenses

Travel *(excl. personal auto)*   \$ \_\_\_\_\_  
 Advertising                    \_\_\_\_\_  
 Office Supplies                \_\_\_\_\_  
 Computer Supplies            \_\_\_\_\_  
 Parking                         \_\_\_\_\_  
 Phone                          \_\_\_\_\_  
 Cell Phone                     \_\_\_\_\_  
 Internet                        \_\_\_\_\_  
 Accounting and legal         \_\_\_\_\_

Training Costs                 \_\_\_\_\_

Meals and Entertainment     \_\_\_\_\_  
 Dues and fees                 \_\_\_\_\_  
 Freight and Courier            \_\_\_\_\_

### Comments / Additional Information

**As always, we do prefer that receipts are separated, totalled, and summarized by each expense category.**

You are welcome to contact us if you have any questions or concerns about any of the above.