

Auto Expenses Summary

If you were required to use a motor vehicle in the course of conducting business or employment, please complete the following summary and provide it to us with your tax records.

Name: _____

Are you: ☐ Salaried Employee * ☐ Commissioned Employee * ☐ Self Employed

* If you are an employee, in order to claim employment expenses a Declaration of Conditions of Employment Form T2200 **must** be completed and signed by your employer.

Is Form T2200 form provided? ☐ Yes ☐ No ☐ N/A

Description of Automobile: _____

Number of kilometers you drove in the year to earn business/employment income: _____

Total kilometers you drove in the year: _____

Expenses:

Fuel and Oil	_____
Maintenance and Repairs	_____
Insurance	_____
License and Registration Fees	_____
Interest on money borrowed to buy a motor vehicle	_____
Leasing	_____
Other expenses (Specify: _____)	_____
Total	_____

If you have purchased a vehicle in 2016, please provide us with copies of:

- ☐ Purchase Agreement
- ☐ Financing/Loan Agreement (if applicable)
- ☐ Lease Agreement (if applicable)
- ☐ Auto Expenses Summaries for both old and new vehicles – blank copy of this form is available on our website www.mti-cpa.com/resources/business

If you have sold your vehicle in 2016 or it is no longer used for business/employment purposes, please provide us with:

Date of sale or change in use	_____
Sale price or estimated fair market value	_____