

2022 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

MOTOR VEHICLE

HOME OFFICE

Make of Vehicle: _____

Total Kilometers travelled in 2022	(E)	_____	Total square footage of home	(J)	_____
Kilometers related to business travel ¹⁴	(F)	_____	Footage related to home office	(K)	_____
Business use percentage	(F/E)=G	_____	Business use percentage	(K/J)=L	_____

EXPENSES¹⁵

Fuel and oil	\$	_____
Interest on financing	\$	_____
Vehicle Insurance	\$	_____
License and registration	\$	_____
Maintenance and repairs	\$	_____
Leasing costs ^{17,18}	\$	_____
Capital cost allowance ^{17,18}	\$	_____
Other: _____	\$	_____
TOTAL EXPENSES	(H)	\$ _____
PERCENTAGE – BUSINESS USE	(G)	_____
BUSINESS PORTION	(HxG)-I	_____

EXPENSES¹⁵

Heat	\$	_____
Electricity	\$	_____
Insurance	\$	_____
Maintenance and repairs	\$	_____
Mortgage Interest ¹⁶	\$	_____
Property tax	\$	_____
Rent	\$	_____
Other: _____	\$	_____
TOTAL EXPENSES	(M)	\$ _____
PERCENTAGE – BUSINESS USE	(L)	_____
BUSINESS PORTION	(MxL)=N	_____

¹⁴ A record of automobile business kilometers traveled would be required to satisfy any CRA queries

¹⁵ Expenses should include GST/HST if you use the quick method. Otherwise, expenses should be listed excluding the GST/HST. If you are registered for the regular method and would like our assistance preparing your GST/HST return, please include a summary of GST/HST paid for the purposes of claiming Input Tax Credits.

¹⁶ Only the interest portion of the mortgage payments are deductible. It is therefore necessary to exclude the principal portion.

¹⁷ This amount can be computed by HENDRY WARREN LLP on your behalf.

¹⁸ The restriction on capital cost allowance claims for passenger vehicles acquired in 2022 is \$30,000 plus applicable taxes. The maximum deductible monthly lease cost is \$800 plus applicable taxes. Taxes should be net of any GST/HST Input Tax Credits claimed.

