

2017 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

MOTOR VEHICLE

HOME OFFICE

(use for employment or business purposes)

Make of vehicle _____

Total kilometres traveled in 2017 (E) _____

Portion related to business travel (Footnote 5) (F) _____

Business use percentage (F÷E) = (G) %

Expenses

Fuel and oil _____

Interest on financing _____

Vehicle insurance _____

Licence and registration _____

Maintenance and repairs _____

Leasing costs (Footnote 1, 6) _____

Capital cost allowance (Footnote 1, 6) _____

Other: _____

Total expenses (H)

Percentage - business use (G) %

Business portion (H x G) = (I) \$

Total square footage of home (J) _____

Portion related to home office (K) _____

Business use percentage (K÷J) = (L) %

Expenses

Heat _____

Electricity _____

Insurance _____

Maintenance and repairs _____

Mortgage interest (Footnote 7) _____

Property tax _____

Rent _____

Other: _____

Total expenses (M)

Percentage - business use (L) %

Business portion (M x L) = (N) \$

FOOTNOTES

1. This amount can be computed by HENDRY WARREN FSC on your behalf.
2. The deductible portion of meals and entertainment costs was 50% throughout 2017.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2017, including the cost and applicable taxes, net of any HST Input Tax Credits claimed or sales proceeds.
4. Please provide details of coverage and premiums.
5. A record of automobile business kilometres traveled would be required to satisfy any CRA queries.
6. The restriction on capital cost allowance claims for passenger vehicles acquired in 2017 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.
7. Only the interest portion of mortgage payments are deductible. It is therefore necessary to exclude the principal portion.
8. Expenses should include GST/HST if you use the quick method. Otherwise, expenses should be listed excluding the GST/HST.