

# Vehicle Expenses Checklist/Worksheet

Client Name(s) \_\_\_\_\_ Tax Year \_\_\_\_\_

Use this form only where there is a combination of personal and business use, or where the vehicle is used in more than one business activity. *If this vehicle is owned and exclusively operated 100% by a single business, use the motor vehicle schedule for that business instead.*

### Keeping Records

You can deduct motor vehicle expenses only when they are reasonable and supported by receipts. To make sure you receive the full benefit of your claim, keep a record for each vehicle of the total kilometres you drove to earn business income. The record for each trip you take to earn business income should list the date, destination, purpose, and the number of kilometres you drove. Be sure to write down the odometer reading of each vehicle at the start and end of the year.

If you change motor vehicles during the year, write down the odometer reading of each vehicle at the time you buy, sell, or trade it. Record also the dates of buying, selling, or trading each vehicle. *Use a separate worksheet for each vehicle.*

### Limitations

If you own or lease a "passenger vehicle", there may be a limit on the amounts you can deduct for capital cost allowance, interest and leasing costs. A "passenger vehicle" is defined as a motor vehicle designed or adapted mainly to carry people on highways and streets, and which seats a driver and no more than eight passengers. Most cars, station wagons, vans and some pick-up trucks are passenger vehicles.

*This form can be used in one of two ways, either as a checklist to make sure you gather all the information that we need, or you can simply provide us with the total amounts for the year for each of the applicable expense categories.*

<b>Make and model of vehicle</b> - please provide purchase/sale documents if vehicle bought or sold in the current taxation year	
Fuel and oil	\$
Interest expense on money borrowed to purchase car	
Insurance	
License and registration	
Repairs and maintenance	
Car washes	
Lease payments if car is leased (include the total number of payments made in the year, and the dollar amount of each payment <i>including</i> GST and PST)	
Other	
Capital cost allowance	
<b>Subtotal</b>	\$
Total kilometres driven in taxation year to earn income	km
Total kilometres driven in taxation year	km
<b>Allowable portion based on km</b>	\$
Less: Total non-taxable rebates, allowances and reimbursements received but not included in income (excluding reimbursements used to calculate your leasing costs)	
Parking – 100%	
<b>Net claim</b>	\$