

## 2009 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

MOTOR VEHICLE	HOME OFFICE
(use for employment or business purposes)	
Total kilometres traveled in 2009 Portion related to business travel (Footnote 2)	Total square footage of home
Percentage - business use	Percentage - Business use
Expenses	Expenses
Fuel and oil	Heat
Insurance	Hydro
Licence and registration	Insurance
Interest and financing	Maintenance and repairs
Leasing (Footnote 5)	Mortgage interest
Capital cost allowance (Footnote 1, 5)	Property tax
Maintenance and repairs	Rent
Other:	Other:
Total expenses	Total expenses
Percentage - business use	Percentage - business use
Business portion	Business portion

### FOOTNOTES

1. This amount can be computed by HENDRY WARREN FSC on your behalf.
2. A record of auto business kilometres traveled would be required to satisfy any CRA queries.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2009, including the cost and applicable taxes, net of any GST Input Tax Credits claimed or sales proceeds.
4. The deductible portion of meals and entertainment costs was 50% throughout 2009. Please enter the total of these costs in the 2009 Self-Employed Business Worksheet. We will eliminate the restricted portion.
5. The restriction on capital cost allowance claims for passenger vehicles acquired in 2009 is \$30,000 plus applicable taxes. The maximum deductible monthly lease cost is \$800 plus applicable taxes. Taxes should be net of any GST Input Tax Credits claimed.
6. Expenses should include GST if you use the quick method. Otherwise, expenses should be listed excluding the GST.
7. Please provide details of coverage and premiums.