

2020 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

MOTOR VEHICLE

HOME OFFICE

(use for employment or business purposes)

Make of vehicle _____

Total kilometres traveled in 2020	(E) _____	Total square footage of home	(J) _____
Portion related to business travel ⁵	(F) _____	Portion related to home office	(K) _____

Business use percentage	$(F \div E) = (G)$	<input type="text"/>	Business use percentage	$(K \div J) = (L)$	<input type="text"/>
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Expenses⁸

Fuel and oil _____

Interest on financing _____

Vehicle insurance _____

Licence and registration _____

Maintenance and repairs _____

Leasing costs^{1,6} _____

Capital cost allowance^{1,6} _____

Other: _____

Total expenses (H)

Percentage - business use (G)

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

Expenses⁸

Heat _____

Electricity _____

Insurance _____

Maintenance and repairs _____

Mortgage interest⁷ _____

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 2020.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2020, 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 kilometers traveled would be required to satisfy any CRA queries.
6. The restriction on capital cost allowance claims for passenger vehicles acquired in 2020 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. 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