

2018 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

MOTOR VEHICLE

HOME OFFICE

<i>(use for employment or business purposes)</i>			
Make of vehicle			
Total kilometres traveled in 2018	(E) <u> </u>	Total square footage of home	(J) <u> </u>
Portion related to business travel (Footnote 5)	(F) <u> </u>	Portion related to home office	(K) <u> </u>
Business use percentage	(F ÷ E) = (G) %	Business use percentage	(K ÷ J) = (L) %
Expenses		Expenses	
Fuel and oil		Heat	
Interest on financing		Electricity	
Vehicle insurance		Insurance	
Licence and registration		Maintenance and repairs	
Maintenance and repairs		Mortgage interest (Footnote 7)	
Leasing costs (Footnote 1, 6)		Property tax	
Capital cost allowance (Footnote 1, 6)		Rent	
Other:		Other:	
Total expenses	(H) 	Total expenses	(M)
Percentage - business use	(G) %	Percentage - business use	(L) %
Business portion	(H x G) = (I) \$ <u> </u>	Business portion	(M x L) = (N) \$ <u> </u>

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 2018.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2018, 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 2018 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.