

## 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 <sup>5</sup>	(F)		Portion related to home office	(K)	

Business use percentage	(F ÷ E) = (G)		Business use percentage	(K ÷ J) = (L)	
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**Expenses<sup>8</sup>**

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Fuel and oil			Heat		
Interest on financing			Electricity		
Vehicle insurance			Insurance		
Licence and registration			Maintenance and repairs		
Maintenance and repairs			Mortgage interest <sup>7</sup>		
Leasing costs <sup>1,6</sup>			Property tax		
Capital cost allowance <sup>1,6</sup>			Rent		
Other:			Other:		
Total expenses	(H)		Total expenses	(M)	
Percentage - business use	(G)		Percentage - business use	(L)	
Business portion	(H x G) = (I)	\$	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