

Business Name: _____

Year: _____

Business Use of a Motor Vehicle

Odometer reading, end of year _____

Less Odometer reading, start of year _____

Equals total kilometers driven _____

Kilometres driven for Business:

Business: _____ km

Business: _____ km

Vehicle make / model / year: _____

Cost of vehicle added this year: _____

Proceeds of vehicle sold that was previously used for business: _____

Expenses:

License and registration fees	_____
Fuel & oil	_____
Insurance	_____
Maintenance and repairs	_____
Interest on borrowing for vehicle	_____
Leasing costs	_____

Business Use of Home

Total area of home or # of rooms _____

Area or # rooms used for business _____

Expenses:	Self-Employed	Commissioned Sales Person	Employee
Heat			
Electricity / Water			
Insurance			NO
Maintenance and repairs			
Mortgage interest		NO	NO
Property taxes			NO
Rent			

You can deduct expenses for the business use of a work space in your home, as long as you meet one of the following conditions:

- It is your principal place of business, or
- You use the space only to earn your business income, and you use it on a regular and ongoing basis to meet your clients, customers, or patients