



STATEMENT OF EMPLOYMENT EXPENSES

Guide T4044, *Employment Expenses*, has information to help you complete this statement and the schedule on the back. The chapters we refer to below are chapters in the guide. Include a copy of this form with your return.

Expenses				
Accounting and legal fees		8862		
Advertising and promotion		8520		
Allowable motor vehicle expenses (from line 16 below)		9281		1
Food, beverages, and entertainment expenses (see Chapter 2 or 3, as applicable)		8523		
Lodging		9200		
Parking		8910		
Supplies (for example, postage, stationery, other office supplies)		8810		
Other expenses (please specify)		9270		
Tradesperson's tools expenses (see Chapter 7)		1770		
Apprentice mechanic tools expenses (see Chapter 7)		9131		
Musical instrument expenses (see "Part 2" in Chapter 6)		1776		
Capital cost allowance for musical instruments (see "Part A" on the back of this form)		1777		
Artists' employment expenses (see "Part 1" in Chapter 6)		9973		
Subtotal				2
Add work-space-in-the-home expenses (enter the lower amount of line 24 or 25 below)		9945		
Total expenses (enter this amount on line 229 of your return)		9368		

Calculation of allowable motor vehicle expenses				
Enter the kilometres you drove in the tax year to earn employment income				3
Enter the total kilometres you drove in the tax year				4
Enter the motor vehicle expenses you paid for:				
Fuel (gasoline, propane, oil)				5
Maintenance and repairs				6
Insurance				7
Licence and registration				8
Capital cost allowance (see schedule on the back)				9
Interest (see "Interest expense" in Chapter 8)				10
Leasing (see "Leasing costs" in Chapter 8)				11
Other expenses (please specify)				12
Add lines 5 to 12				13
Employment-use portion $\left(\frac{\text{line 3}}{\text{line 4}} \right) \times \text{line 13} =$				14
Enter the total of all rebates, motor vehicle allowances, and repayments for motor vehicle expenses you received that are not included in income. Do not include any repayments you used to calculate your leasing costs on line 11.				15
Allowable motor vehicle expenses (line 14 minus line 15)				16
Enter the amount from line 16 on line 1 in the "Expenses" area above.				

Calculation of work-space-in-the-home expenses				
Electricity, heat, and water				17
Maintenance				18
Insurance (commission employees only)				19
Property taxes (commission employees only)				20
Other expenses (please specify)				21
Add lines 17 to 21				22
Subtract personal-use portion				23
Add amount carried forward from previous year				
				24
Enter your employment income				
Subtract the amount from line 2 above as well as any amount from line 207 and line 212 of your return that relates to this income				
Subtotal (if negative, enter "0")				25
Work-space-in-the-home expenses available to use in future years (line 24 minus line 25; if negative, enter "0")				

CAPITAL COST ALLOWANCE (DEPRECIATION) SCHEDULE FOR EMPLOYEES

For information to help you complete this schedule, see the section called "How to calculate capital cost allowance" in Chapter 9 of Guide T4044, *Employment Expenses*.

Part A – Classes 8 and 10

1 Class no. *	2 Undepreciated capital cost at the beginning of the year **	3 Cost of acquisitions during the year	4 Proceeds of disposition during the year	5 Undepreciated capital cost after acquisitions and dispositions (col. 2 + 3 – 4)	6 Adjustments for current-year acquisitions (1/2 X (col. 3 – 4)) (if negative, enter "0")	7 Base amount for capital cost allowance claim (col. 5 – 6)	8 Rate %	9 Capital cost allowance (CCA) for the year (col. 7 X 8, or a lesser amount)	10 Undepreciated capital cost at the end of the year (col. 5 – 9)
8							20%		
10							30%		

* Class 8 includes musical instruments. Class 10 includes all vehicles that meet the definition of a motor vehicle, except for a passenger vehicle included in Class 10.1 (see "Part B" below).

** This amount must be reduced by the portion of any goods and services tax/harmonized sales tax (GST/HST) rebate received in the year that relates to CCA on the vehicle or musical instrument.

Part B – Class 10.1

- For details about the Class 10.1 limits, see Chapter 9 of Guide T4044, *Employment Expenses*.
- List each passenger vehicle on a separate line.

Date acquired	Cost of vehicle	1 Class no.	2 Undepreciated capital cost at the beginning of the year *	3 Cost of acquisitions during the year	4 Proceeds of disposition during the year	5 Base amount for capital cost allowance claim **	6 Rate %	7 Capital cost allowance (CCA) for the year (col. 5 X 6, or a lesser amount)	8 Undepreciated capital cost at the end of the year (col. 2 – 7, or col. 3 – 7) ***
		10.1					30%		
		10.1					30%		
		10.1					30%		
TOTAL									

* This amount must be reduced by the portion of any GST/HST rebate received in the year that relates to CCA on the vehicle.

- **
- a. Enter the amount from column 2 in column 5 if you owned the vehicle in the previous year and still owned it at the end of the current year.
 - b. Enter 1/2 of the amount from column 3 in column 5 if you bought the vehicle in the current year and still owned it at the end of the current year.
 - c. Enter 1/2 of the amount from column 2 in column 5 if you sold the vehicle in the current year and you owned the vehicle at the end of the previous year.
 - d. If you bought and sold a Class 10.1 vehicle in the current year, enter "0" in column 5 for that vehicle.

*** Enter "0" in column 8 for the year you sold or traded a Class 10.1 vehicle, since the recapture and terminal loss rules do not apply.

This Form Provided By:



CROSS & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

www.crossandco.ca

3090 Barons Road, Nanaimo, BC V9T 4B5

Email: admin@crossandco.ca

Tel: (250) 729-0504

Fax: (250) 729-0508

Toll Free: 1-877-729-0504

