

# Neamtan & Associates

CPA Professional Corporation

Accounting, Tax and Financial Planning

## 2024 EMPLOYMENT EXPENSE TAX CHECKLIST

### 1. Home Office

If you worked from home in 2024 more than 50% of the time for more than 4 consecutive weeks because you had a verbal or written agreement with your employer to work at home, you can deduct a prorated share of your home office expenses for the portion of the year you worked at home. **You will require Form T2200 signed by your employer.** (Electronic signature is acceptable).

For what period did you work more than 50% of the time from home? Please circle applicable months.

Jan Feb March April May June July August Sept Oct Nov Dec

Did you use a designated office in your home used exclusively for your employment duties

Yes, \_\_\_\_\_ or no \_\_\_\_\_.

Home square footage/ meters \_\_\_\_\_ Business use square footage/ meters \_\_\_\_\_

Please provide the total expenses by category below **only for months** where you worked more than 50% from home.

a) If you rented your home or apartment, rent paid: \_\_\_\_\_

b) Expenses:

Heating \_\_\_\_\_ Electricity \_\_\_\_\_

*If your heating & electricity expenses are included in your condominium fees, we will need the heating & electricity amounts included in your condominium fees.*

Water \_\_\_\_\_

Repairs/Maintenance of your workspace \_\_\_\_\_

Other Expenses (Please specify \_\_\_\_\_ Internet Monthly Access Fees \_\_\_\_\_

Cell phone basic plan fees \_\_\_\_\_ Long distance calls \_\_\_\_\_

c) If you are a commissioned employee, please provide Property Tax paid \_\_\_\_\_ and

Home insurance \_\_\_\_\_ Computer Leasing Expense \_\_\_\_\_

**2. Home Office Common Area Space:** Did you use a common area in your home to perform your employment duties?

Yes, \_\_\_\_\_ No \_\_\_\_\_.

Days in the year Home Used for Employment \_\_\_\_\_

Hours in the week Home Used for Employment \_\_\_\_\_

Area used for work: square footage/ meters \_\_\_\_\_ Business use square footage or meters \_\_\_\_\_

**Amounts reimbursed by your employer cannot be deducted.**

### 3. Automobile Expenses

If you use your vehicle for your employment, and are required to pay for employment expenses for which you will not be fully reimbursed by your employer, please provide the following information:

**You will require Form T2200 signed by your employer.**

Gas & Oil	_____	Repairs & Maintenance	_____
Insurance	_____	Car washes & Tolls (407)	_____
Parking	_____	Car Rental	_____
Interest on Car Loan	_____	Lease Payments	_____
License & Registration	_____		

- a) Purchase, loan, and/or lease contract if automobile was purchased or leased in 2024.
- b) Proceeds from sale of trade-in vehicle or from vehicle sold in 2024.
- c) Total kilometers driven in the year \_\_\_\_\_ Business kilometres driven in the year \_\_\_\_\_

#### **Zero Emissions Vehicles**

If you have acquired a zero-emission vehicle in 2024, which you use for your employment, you may be entitled to an accelerated deduction of the vehicle cost up to \$ 61,000 in the year of acquisition.

#### **4. Supplies**

You can deduct the cost of supplies you paid for if you meet all the conditions below:

Supplies include masks, disposable gloves, and sanitizing liquid.

- a) Under your contract of employment, you had to provide and pay for the supplies.
- b) You used the supplies directly in your work.
- c) Your employer has not repaid and will not repay you for these expenses.
- d) Your employer provided a signed T2200 form.