

# Name:

**Spreadsheet for Employment Expenses Tax Year:**

## Employees earning a Salary

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Food and Beverages Lodging

Parking

Supplies (postage, stationary, other office supplies Salary paid to an assistant

Telecommunications Office Rent

OTHER 1 (specify)

OTHER 2 (specify)

OTHER 3 (specify)

## Employees earning Commission Income

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Accounting and Legal Fees Advertising and Promotion Entertainment

Licensing

Bonding premiums

Leasing costs (computer and other equipment) Training Costs

Travel Fare OTHER 1 (specify)

OTHER 2 (specify)

OTHER 3 (specify)

**Work-in-space Expenses** Area of home used for business Total area of home

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Heat Electricity

Insurance (commission employees only) Property Taxes (commission employees only)

## Motor Vehicle Expenses

Kilometers driven to earn business income Kilometers driven in the tax year

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Fuel and oil Interest Insurance

License & Registration Maintenance & Repairs Leasing

Total motor vehicle