

Automobile Expenses Checklist

General Information

Please fill out one sheet for each vehicle used in the business.

Make and model of vehicle _____

Cost before GST/HST \$ _____

Date of acquisition _____ Date of disposition if sold _____
mm yy during the year mm dd

If sold during year, please provide proceeds/trade-in value allowed before HST \$ _____

Km's driven for business _____ Km's driven in year (total) _____

Expenses

Please see "decision tree" below for explanation of which columns to fill out and whether to include or exclude GST/HST in your totals of the expenses.

	TOTAL EXPENSE		GST/HST
	Included	Excluded	
Monthly lease cost (if not purchased outright) - if new lease, please provide list price of vehicle	\$ _____	_____	\$ _____
Interest paid on loan	_____	_____	_____
Insurance	_____	_____	_____
Fuel and oil	_____	_____	_____
Repairs and maintenance	_____	_____	_____
Licence and registration	_____	_____	_____
CAA or other auto club	_____	_____	_____
Car washes	_____	_____	_____
Parking	_____	_____	_____
Other (describe) _____	_____	_____	_____

Decision Tree for GST/HST

