

# 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.

GST/HST	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

