Mount Sinai Professional Corporation

Motor Vehicle Expense Checklist

- For **each vehicle** you have, **complete one** of these forms.
- Return this form with your documentation.
- All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

This checklist is used with (please select):

- ☐ Statement of Business & Professional Activity Checklist
- ☐ Employment Checklist
- ☐ Real Estate Checklist.

Vehicle Information

☐ Copy of purchase/lease agreement included if we do not have a copy on file.

Year		Make		
Model		☐ Owned	☐ Leased	
Kilometres driven in year				
Kilometres driven for business use*				

*Note that the distance travelled between your work and home is most often considered personal use.

Lease Information

☐ No changes from previous year information we have. Otherwise, please complete the rest of this section.

MSRP** of Vehicle (incl. all taxes)	
Lease payment (incl. GST)	
Start date of lease	
End date of lease (length of lease)	

** Manufacturer's Suggested Retail Price (similar to list price of the vehicle).

Example:
- MSRP $30,000 plus $3,900 HST
- Monthly lease payments of $800 plus $104 HST
- Starting July 1, 2010 / Ending August 1, 2014

Cost Information

☐ No changes from previous year. Otherwise, please complete the rest of this section.

Total cost of vehicle incl. GST/HST before any trade in: $ _____

	Amount net of tax	GST/HST	Total***
Auto club annual fees – CAA			
Car loan interest paid for the year			
Car loan payments for the year			
Gasoline & oil change			
Insurance			
Lease payments for the year			
License & registration fees			
Maintenance & repairs			
Parking for business purposes			
Washes			
Other auto costs (please describe)			

***Unless you are making a GST/HST claim for the expenses, you only need to complete the Total column.