



Important Notice — T2200 Required:

Clients must provide the signed T2200 Declaration of Conditions of Employment form from their employer in order to claim any employment expenses.
Please send the signed 2025 T2200 to ABNI Financial Services before filing.

SECTION 1 — CLIENT INFORMATION

Client Name	
Employer / Company Name (T4 Employer)	

SECTION 2 — EMPLOYMENT INCOME DETAILS

Employment Income	
Total Commissions (if applicable)	

SECTION 3 — EMPLOYMENT EXPENSES (Including GST)

Note:

All expense amounts should include GST/HST paid.
Meals and Entertainment is subject to the 50% deductibility rule — enter the full amount and ABNI will calculate the deductible portion.

Accounting and Legal Fees	
Advertising	
Accommodation / Lodging	
Supplies	
Telephone	
Utilities	
Meals and Entertainment Enter full amount — only 50% is deductible. ABNI will apply the calculation.	
Other Employment Expenses Enter description in left box, amount in right box.	



SECTION 4 — BUSINESS USE OF HOME

Important:

Only the business-use portion of home expenses may be claimed.
The allowable percentage is calculated as: Office Area ÷ Total Home Area.

Office Area (Square Footage)	Sq. ft.
Total Home Area (Square Footage)	Sq. ft.
Electricity	
Heating	
Insurance	
Maintenance	
Property Taxes (commission employees only)	
Rent	
Other Home Office Expenses Provide description:	

SECTION 5 — MOTOR VEHICLE EXPENSE SUMMARY

Important:

Please provide ABNI Financial Services with all vehicle lease, purchase and finance agreements.

Client Name	
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Vehicle Specifications

Field	Details
Year	
Make	
Model	
Date of Purchase (if owned)	
Original Purchase Price (incl. GST)	

SECTION 6 — EMPLOYMENT VEHICLE USE CALCULATION

Item	Amount / Value
Odometer Reading at January 1	km
Odometer Reading at December 31	km
Total Km Driven for Employment (per mileage log)	km
Employment Use Percentage	%

SECTION 7 — VEHICLE EXPENSES (Including GST)

Expense Item	Amount (\$)
Fuel and Oil	
Maintenance and Repairs	
Insurance	
License and Registration	
Loan Interest (request statement from bank)	
Lease Payments	
Parking	

SERVICES



NOTES / ADDITIONAL INFORMATION

Important Disclaimer:

This checklist covers the most common employment expenses and is provided for information purposes only. Every individual's situation is unique.

If you have questions or additional items to discuss, please contact our office or email accounting@abni.ca before submitting. Thank you for choosing ABNI.

Please authorize ABNI Financial Services as your CRA Level 2 representative. Business Number: 725748826