



KELLY MELANSON, CMA

Certified Management Accountant
Division of 1236388 Ontario Inc.

AUTOMOBILE EXPENSES

Fuel (Gas and oil)	
Repair and maintenance	
Insurance	
License and registration	
Lease payments (if leased)	
Interest expense (if borrowed funds to purchase car)	
Car Washes	
Parking	
Other: Please note what other is	
TOTAL EXPENSES	

Total kilometers driven _____

Total business kilometers driven _____

Percentage business usage _____

HOME OFFICE EXPENSES

Expenses	Business/ Professional	Commission Salesperson	Other Employees
Heat			
Electricity			
Insurance			N/A
Maintenance			
Mortgage interest		N/A	N/A
Property Taxes			N/A
Water			
TOTAL EXPENSES			

Total square footage of home _____

Total square footage used for business _____

Or

Number of rooms in home _____

Number of rooms used for business _____

Or

Percentage of home used for business purposes _____

**Please do not complete this schedule unless you use your automobile or home for
business or employment.**

This form is provided for your convenience courtesy of Kelly Melanson, CMA