

# Employment Expenses of Salaried Employees and Employees Who Earn Commissions

This form must be completed by any salaried employee or employee earning commissions who wishes to claim a deduction for employment expenses, and must be enclosed with the income tax return, along with form TP-64.3-V, *General Employment Conditions*, duly completed by the employer.

For information about employment expenses or the forms to be completed, see guide IN-118-V, *Employment Expenses*.

## Limit for an employee who earns commissions

As an employee who earns commissions, the deduction you may claim for certain expenses **is limited** to the amount of commissions or similar amounts that you received in the year for your employment. Therefore, it may be more advantageous for you to deduct your employment expenses as a salaried employee. See guide IN-118-V.

Forestry workers, transport employees, salaried musicians and salaried tradespeople probably do not need to complete this form.

## 1 Identification of the employee

Last name  First name  Social insurance number

Period of employment in the year concerned from         to

## 2 Employment expenses

Accounting fees (only employees who earn commissions)		1	<input type="text"/>
Advertising and promotion expenses (only employees who earn commissions)	+	2	<input type="text"/>
Entertainment expenses (only employees who earn commissions):			
• Expenses relating to cultural events	+	3	<input type="text"/>
• Other entertainment expenses, minus the amounts reimbursed by your employer <input type="text"/> × 50 % ▶	+	4	<input type="text"/>
Motor vehicle expenses. Complete Part 3	+	5	<input type="text"/>
Travel expenses:			
• Cost of meals and beverages, minus the amounts reimbursed by your employer <input type="text"/> × 50 % ▶	+	6	<input type="text"/>
• Accommodation and transportation expenses	+	7	<input type="text"/>
Parking fees	+	8	<input type="text"/>
Cost of supplies: • Telecommunications expenses	+	9	<input type="text"/>
• Expenses relating to other supplies. Specify:	+	10	<input type="text"/>
Other expenses. Specify:	+	11	<input type="text"/>
Expenses related to the use of a musical instrument (form TP-78.4-V)	+	12	<input type="text"/>
Add lines 1 through 12.	=	13	<input type="text"/>
Expenses related to an office in your home. Complete Part 5.	+	14	<input type="text"/>
Add lines 13 and 14.	=		
Carry the result to line 207 of your income tax return.		16	<input type="text"/>
			<b>Employment expenses</b>

## 3 Motor vehicle expenses

Make and model of your vehicle  25  Year of purchase  26

Kilometres travelled for your employment  27  ÷ Total kilometres travelled in the taxation year  28  × 100 ▶  29  %

Cost of fuel		30	<input type="text"/>
Maintenance and repair costs	+	31	<input type="text"/>
Insurance premiums	+	32	<input type="text"/>
Charges for vehicle registration and a driver's licence	+	33	<input type="text"/>
Capital cost allowance (CCA). Complete the work chart in Part 4	+	34	<input type="text"/>
Interest paid on a loan contracted to purchase a vehicle. See guide IN-118-V.	+	35	<input type="text"/>
Cost of leasing a vehicle. See guide IN-118-V.	+	36	<input type="text"/>
Other expenses. Specify:	+	37	<input type="text"/>
Add lines 30 through 37.	=	38	<input type="text"/>
Percentage from line 29	×		<input type="text"/> %
Multiply line 38 by the aforementioned percentage.	=	39	<input type="text"/>
Amounts received from your employer for these expenses, but not included in your income	-	40	<input type="text"/>
Subtract line 40 from line 39. Carry the result to line 5.	=	41	<input type="text"/>
			<b>Motor vehicle expenses</b>



## 4 Capital cost allowance

You must use the capital cost of the vehicle as the base amount to calculate CCA. The amounts in columns 2, 3, 3.1 and 4 must therefore include the cost of acquisitions or the proceeds of dispositions, instead of only the specific portion of the cost or proceeds related to the use of the vehicle for employment purposes.

For instructions on how to complete the work chart below, see guide IN-155-V, *Business and Professional Income*.

### Work chart

1	2	3	3.1	4	5	5.1	5.2	6	7	8	9	10
Class number (see note 1)	Undepreciated capital cost (UCC) at the beginning of the year (see note 2)	Cost of acquisitions in the year (including taxes) (see note 3)	Cost of acquisitions in column 3 that are AIIP (see note 4)	Proceeds of dispositions in the year (see note 3)	UCC after acquisitions and dispositions: col. 2 + col. 3 – col. 4 (see note 3)	Proceeds of dispositions that can reduce AIIP acquisitions: col. 4 – col. 3 + col. 3.1. If the result is negative, enter 0 (see note 4).	UCC adjustment based on AIIP acquired in the year: <b>variable</b> × (col. 3.1 – col. 5.1). If the result is negative, enter 0 (see notes 4 and 5).	Reduction: 50% × (col. 3 – col. 3.1 – col. 4). If the result is negative, enter 0.	Base amount for CCA calculation: col. 5 + col. 5.2 – col. 6 (see note 3)	Rate (%)	CCA (allowable maximum: col. 7 × 30%)	UCC at the end of the year: col. 5 – col. 9 (see note 6)
10										30		
10.1										30		
10.1										30		
54										30		
Add up the amounts in column 9 and carry the result to line 34.												

### Acquisition date and cost of class 10.1 and class 54 property

Class number	Acquisition date	Cost (before taxes)
10.1		
10.1		
54		

- Class 10** includes all motor vehicles that are not class 10.1 automobiles, class 54 zero-emissions vehicles, taxis, vehicles rented on a daily basis and heavy trucks. **Class 10.1** includes automobiles (other than class 54 zero-emissions vehicles) purchased after 2000 for more than \$30,000. **Class 54** includes eligible zero-emissions vehicles acquired and put to use after March 19, 2019. Eligible zero-emissions vehicles acquired and put to use before that date fall under class 10 or 10.1. Be sure to enter the acquisition date of all class **10.1** and class **54** property in the table below the work chart.
- If, during the year, you received a GST or QST rebate relating to the CCA of a motor vehicle, you must subtract it from the UCC at the beginning of the year.
- If you acquired or disposed of a motor vehicle in the year, special rules apply. See guide IN-118-V.
- Use columns 3.1, 5.1 and 5.2 only for accelerated investment incentive property (AIIP) **acquired after November 20, 2018**, and available for use during the year. For more information see guide IN-155-V.
- For classes 10 and 10.1, the **variable** is 0.5. For class 54, it is 7/3. Be sure to do the calculations only for AIIP property available for use by 2024.
- If you no longer had any vehicles at the end of the year, enter 0.

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## 5 Home office expenses

Utilities (heating, electricity and water)		50	
Cost of maintenance and minor repairs	+	51	
Insurance premiums (only employees who earn commissions)	+	52	
Property taxes and other taxes (only employees who earn commissions)	+	53	
Other expenses. Specify:	+	54	
Add lines 50 through 54.	=	55	
Portion of the amount on line 55 relating to the use of the office in your home for purposes other than employment	-	56	
Subtract line 56 from line 55.	=	57	
Amount carried forward from the previous year	+	58	
Add lines 57 and 58.	=	59	
Employment income (including commissions and similar amounts, where applicable)		64	
Amount from line 13	65		
Other deductions related to your employment (registered pension plan (RPP) and reimbursement of salary or wages)	+	66	
Add lines 65 and 66.	=		▶ 67
Subtract line 67 from line 64. If the result is negative, enter 0.	=	68	
Enter the amount from line 59 or line 68, whichever is <b>less</b> .			
Carry this amount to line 14.		<b>Home office expenses</b>	▶ 74
Subtract line 74 from line 59.		<b>Home office expenses carried forward to subsequent years</b>	= 75

