

Motor Vehicle Expenses

Name: _____

PURCHASE OR LEASE CONTRACT

Please attach to this form, along with the information requested, a copy of your purchase or lease contract for each vehicle used for business purposes during the year.

IDENTIFICATION OF VEHICLE USED FOR BUSINESS PURPOSES

	VEHICLE 1	VEHICLE 2
Period used	<input type="radio"/> Entire year <input type="radio"/> From: _____ <div style="margin-left: 20px;">To: _____</div>	<input type="radio"/> From: _____ <div style="margin-left: 20px;">To: _____</div>
Make and model of the vehicle *:	_____	_____
Year of the vehicle *:	_____	_____
Date of acquisition:	_____	_____
Odometer at the beginning of the year *:	_____ km	_____ km
Odometer at the end of the year *:	_____ km	_____ km
Kilometres driven for business purposes *:	_____ km	_____ km
<i>(must exclude km from home to office)</i>		
Total kilometres driven in the year *:	_____ km	_____ km

TOTAL EXPENSES INCURRED

Fuel (gasoline, oil, electricity):	\$ _____	\$ _____
Maintenance and repairs:	\$ _____	\$ _____
Insurance:	\$ _____	\$ _____
Registration fees:	\$ _____	\$ _____
Licence fees:	\$ _____	\$ _____
Parking costs (other than at work):	\$ _____	\$ _____

(* Required information)

Motor Vehicle Expenses (cont'd)

2019

INTEREST EXPENSE (paid on purchase loan)

	VEHICLE 1	VEHICLE 2
Total cost of the vehicle (including taxes):	\$ _____	\$ _____
Initial deposit amount:	\$ _____	\$ _____
Amount financed:	\$ _____	\$ _____
Monthly payment:	\$ _____	\$ _____
Duration of loan:	_____	_____
Date of first payment:	_____	_____
Date of last payment:	_____	_____
Interest rate on loan:	_____ %	_____ %

LEASING EXPENSE

Date lease began:	_____	_____
Date lease terminates:	_____	_____
Lease charges paid during the year:	\$ _____	\$ _____
Manufacturer's suggested price (including taxes):	\$ _____	\$ _____
Monthly lease payments (including taxes):	\$ _____	\$ _____

DISPOSITION OF VEHICLE DURING THE YEAR

If you have sold or exchanged a vehicle used for business purposes, please provide the following information:

a) Make and model of vehicle sold or exchanged:	_____	_____
b) Date on which vehicle was sold or exchanged:	_____	_____
c) Amount for which it was sold or exchanged:	\$ _____	\$ _____

