

**PERSONAL INCOME TAX  
VEHICLE WORKSHEET  
FOR THE YEAR \_\_\_\_\_**



**Donnelly & Co. LLP**  
*Chartered Accountants*

**Client Name:** \_\_\_\_\_

	VEHICLE #1	VEHICLE #2
Vehicle description (year, make and model)		
If vehicle purchased, cost including GST, and date of purchase		
If vehicle leased, monthly lease cost including GST (Note 1)		
Total kilometres driven in the year		
Business kilometres driven in the year		
<b>Motor vehicle expenses you paid, in total, for which you did not receive reimbursement:</b>		
Fuel (gas, diesel, oil, etc.)		
Repairs and maintenance		
Insurance		
License and registration		
AMA		
Interest (Note 2)		
Leasing (Note 3)		
Total of all rebates, allowances and repayments you received that are not included in income. Do not include repayments you used to calculate your leasing costs.		
Parking charges		

**PLEASE NOTE:** All receipts should be kept by you in the event that Canada Revenue Agency requests them. Additionally, all motor vehicle mileage should be substantiated by a mileage log.

Note 1: If you lease your vehicle, please provide us with a copy of your lease agreement, including manufacturer's list price.

Note 2: If you are making payments on your vehicle, please provide us with a copy of your finance contract or loan agreement.

Note 3: Leasing costs may be subject to a monthly maximum of \$800 per month (plus GST/PST) depending upon the use of the vehicle.

Note 4: Capital cost may be subject to the limit of \$30,000 (plus GST/PST) depending upon the use of the vehicle.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_