



Small Business Auto Expenses

If you had multiple vehicles for business use, please use a separate copy of this form for each vehicle.

Name _____ Phone _____ Tax year _____

To help us get the most out of your tax return, please fill out this form with as much information as you have available to you. If you aren't sure about a field, mark it with an asterisk or star and your Tax Expert will discuss it with you.



If you used a motor vehicle during your business activities, you might be able to deduct certain [motor vehicle expenses](#), provided they are reasonable and you have receipts to support them.

About your vehicle



Did you know?

The CRA requires a record be kept of each trip you took to earn business income with the date, destination, purpose, and number of kilometres. If you don't have one, be sure to talk to your Tax Expert when they start preparing your taxes.

Make _____ Model _____ Year _____

Tell us more about the dates you used this vehicle for your business.

Value

If you started using a vehicle for business within the tax year, what day did you start? (dd/mm/yyyy)	
If you stopped using a vehicle for business within the tax year, what day did you stop? (dd/mm/yyyy)	
Odometer reading at beginning of the tax year (or at the time that you started using the vehicle for business)	
Odometer reading at end of the tax year (or at the time that you stopped using the vehicle for business)	
How many total kilometers did you drive this vehicle for business this tax year?	

Vehicle expenses

If you are a GST/HST registrant and use the **Regular** method to report GST/HST – enter your GST/HST amounts *separately* from your expense amounts in the table below.

If you are not a GST/HST registrant – enter the *total* amount for each expense, including the GST/HST, in the first column of the table below.



Remember: you'll need receipts or other forms of documentation to support your claims. Make sure you have them ready to show to your Tax Expert!

Type of expense	Total <small>Excluding GST/HST for registrants</small>	GST/HST <small>Amounts</small>
Fuel (gasoline, oil, propane)		
Standard insurance		NA
Supplementary business insurance		NA
Interest (on car loan)		NA
Leasing costs ¹		
License and registration fees		



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Auto club membership costs (e.g. Alberta Motor Association)		
Parking while on business		
Tire costs (new, winter, maintenance)		
Service and maintenance		
Car wash		
Repair costs (if damage was done to the vehicle while you were using it for business purposes)		

¹ Please have a copy of your lease agreement available for your Tax Expert

Other expenses (please specify)	Total <small>Excluding GST/HST for registrants</small>	GST/HST <small>Amounts</small>

Capital Cost Allowance (CCA)

As property (such as a vehicle) wears out over time, you can deduct a portion of that depreciation cost each year. This deduction is called [capital cost allowance \(CCA\)](#).

In order to calculate the CCA for your vehicle, you'll need to give us as much information as you can below.



Remember: you'll **need documentation to support your claims**. Make sure you have your purchase agreement and/or bill of sale ready to show to your Tax Expert!

Complete if you purchased your vehicle this tax year

Purchase date (dd/mm/yy)	
Purchase price, including GST/HST	
GST/HST amount on the purchase price	

Complete if you sold or traded your vehicle this tax year

Sale/trade-in date (dd/mm/yy)	
Sale price, including GST/HST	
GST/HST amount on the sale price	

Complete if applicable

Date

If you used your vehicle for something else before you used it for business, what was the date you started using it for business purposes only ? (dd/mm/yy)	
If you used your vehicle for business but switched to personal use, what was the date you started using it for personal use only ? (dd/mm/yy)	