

Appendix A

If you have short term rental revenue, which is numerous rental periods of less than 30 days, you may be required to collect and remit GST and PST. Please contact our office with your rental details to discuss if you think your rental may qualify as a short-term rental.

RENTAL PROPERTIES			
	Property 1	Property 2	Property 3
Street Address			
City			
Postal Code			
Ownership percentage			
Other owners name			
Revenue	Amount	Amount	Amount
Short term rental revenue	\$	\$	\$
Long term rental revenue	\$	\$	\$
Expense	Amount	Amount	Amount
Advertising	\$	\$	\$
Insurance	\$	\$	\$
Mortgage interest	\$	\$	\$
Office expenses	\$	\$	\$
Legal and accounting fees	\$	\$	\$
Management and admin fees	\$	\$	\$
Maintenance and repairs	\$	\$	\$
Salaries, wages and benefits	\$	\$	\$
Property taxes	\$	\$	\$
Travel	\$	\$	\$
Utilities	\$	\$	\$
Motor vehicle expenses	\$	\$	\$
Strata fees	\$	\$	\$
Other (security, cable, etc):	\$	\$	\$
	\$	\$	\$

Appendix B

SELF-EMPLOYMENT / BUSINESS INCOME AND EXPENSE				
Are you registered for GST	Yes	No	GST #	
Revenue		Net	GST	Total (Include GST)
Sales and commissions		\$	\$	\$
Expense		Net	GST	Total (Include GST)
Purchases		\$	\$	\$
Advertising		\$	\$	\$
Meals and entertainment		\$	\$	\$
Bad debts		\$	\$	\$
Insurance		\$	N/A	\$
Interest (excluding mortgage) – See Appendix C		\$	N/A	\$
Business tax, fees, licences, dues, memberships and subscriptions	\$	\$	\$	\$
Office expenses		\$	\$	\$
Supplies		\$	\$	\$
Legal, accounting, and other professional fees		\$	\$	\$
Management and administration fees		\$	\$	\$
Rent		\$	\$	\$
Maintenance and repairs		\$	\$	\$
Salaries and wages		\$	\$	\$
Property taxes (excluding home office) – See Appendix C	\$		N/A	\$
Travel		\$	\$	\$
Utilities (excluding home office)		\$	\$	\$
Telephone (land line, cell, fax)		\$	\$	\$
Delivery, freight, and express		\$	\$	\$
Other (Did we miss something?)		\$	\$	\$

(Continued...)

Appendix B (Continued)

SELF-EMPLOYMENT / BUSINESS INCOME AND EXPENSE (CONTINUED)			
Capital Assets purchased during the year (attach details)	Net	GST	Total (Include GST)
Equipment	\$	\$	\$
Furniture and fixtures	\$	\$	\$
Computers – hardware	\$	\$	\$
Computers – software	\$	\$	\$
Other (Did we miss something?)	\$	\$	\$

For Home Office – please see [Appendix C](#)

For Automobile – please see [Appendix D](#)

Appendix C

HOME OFFICE EXPENSE			
Size			
Total square footage of your home			
Total square footage of the office area			
Expense	Net	GST	Total (Include GST)
Heat	\$	\$	\$
Electricity	\$	\$	\$
Insurance	\$	N/A	\$
Repairs and maintenance	\$	\$	\$
Mortgage interest (Not including principal payments)	\$	N/A	\$
Property taxes	\$	N/A	\$
Strata fees	\$	\$	\$
Rent	\$	N/A	\$
Other (ie, water, sewer)	\$	\$	\$

Home office may be claimed for **SELF-EMPLOYED** purposes only if:

1. The work space is your principal place of business; or
2. The work space is used exclusively for the purpose of earning income from business and is used on a regular and continuous basis for meeting clients, customers or patients of your business.

Home office may be claimed by an **EMPLOYEE** only if:

1. The employee is required by their contract of employment to provide and pay for such space;
2. A T2200 Declaration of Conditions of Employment is completed and certified by the employer;
3. The employee is not reimbursed and is not entitled to be reimbursed from their employer for such expense; and,
4. The expenses are incurred solely for the purpose of earning income from an office or employment.

Appendix D

AUTOMOBILE EXPENSES			
Mileage Calculation			
Year, Make and Model			
Estimated value at Dec 31, 2019			
Date purchased			
Total number of kilometres driven during the year			km
Total number of kilometres driven for business/employment			km
Expense	Net	GST	Total (Include GST)
Fuel	\$	\$	\$
Repairs and maintenance	\$	\$	\$
Insurance	\$	N/A	\$
License and registration	\$	\$	\$
Car Washes	\$	\$	\$
Parking	\$	\$	\$
Interest	\$	N/A	\$
Other (BCAA etc.)	\$	\$	\$

Automobile expenses can be claimed for **SELF EMPLOYED** purposes only if:

1. The business requires the individual to work away from its normal place of business; and,
2. Automobile expenses are supported by a detailed travel log, invoices and receipts.

Automobile expenses can be claimed by an **EMPLOYEE** only if:

3. The employee is required to work away from their employer's place of business;
4. The employee is required by their employer to pay own traveling expenses;
5. A T2200 Declaration of Conditions of Employment is completed and certified by the employer; and,
6. Automobile expenses are supported by a detailed travel log, invoices and receipts.

(Continued...)

Appendix D (Continued)

AUTOMOBILE EXPENSES	
Financed vehicles	
Date interest started	
Date interest payments terminated	
Interest paid on financing during 2019	\$
Leased Vehicles	
Date of start lease	
Date lease terminates	
List price at the start of the lease	\$
Lease Payments during 2019	\$

Note: Driving directly to/from your normal place of business/employment is generally not considered driving for business/employment purposes. Do not include such kilometres in your calculation.

Note: Canada Revenue Agency requires that you maintain a mileage log detailing your kilometres driven for business/employment purposes. Failure to provide a mileage log, in the event Canada Revenue Agency requests a copy, may result in your expenses being disallowed or significantly reduced.

Appendix E

EMPLOYMENT EXPENSES	
You must provide a T2200 - Declaration of Conditions of Employment signed by your employer. This is required by the CRA.	
Expenses incurred to earn salary and commissions income	Amount
Meals and entertainment	\$
Lodging expense	\$
Travel	\$
Parking	\$
Supplies	\$
Telephone (landline, cell, fax)	\$
Salaries paid to substitute or assistant	\$
Office rent	\$
Other	\$
Expenses incurred to earn commissions income only	Amount
Legal and Accounting fees	\$
Advertising and Promotion	\$
Food	\$
Entertainment	\$
Licences	\$
Bonding Premiums	\$
Office Equipment Rentals	\$
Training Costs	\$
Travel	\$
Other	\$

For Home Office – please see [Appendix C](#)

For Automobile – please see [Appendix D](#)

Appendix F

FOREIGN INCOME VERIFICATION 1135							
Form T1135 Foreign Income Verification Statement, must be filed by Canadian resident individuals that at any time during the year own specified foreign property costing more than \$100,000 Canadian.							
Yes No							
If this applies to you, do you give Clearline permission to get the foreign reporting details from your financial advisor?							
If yes, please fill out the following information							
Investment Advisor							
First Name				Last Name			
Institution or Firm Name							
Phone Number							
Email							
If no, please provide us the following detail for each foreign asset you own (use Canadian currency)							
Foreign Asset	Country Held In	Maximum Cost During the Year	Maximum Fair Market Value During the Year	Fair Market Value as at December 31, 2019	Cost as of December 31, 2019	Income (loss) Earned During the Year	Gain (loss) on Disposition
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$