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Tax year 2026

Employment expenses worksheet

For employees who paid their own work costs. Your employer must sign form T2200.

How to use this worksheet

1. Type in the shaded boxes. Leave a box empty if it does not apply.
2. Totals add up by themselves in Adobe Acrobat Reader (free). In other apps, just leave them; we add them up.
3. Save the PDF and upload it in your organizer, with your receipts and slips.

You type here | *Example* Shows the format | Adds up by itself

Home office costs go in the home office worksheet. Car costs go in the vehicle log. Upload your signed T2200 (or T2200S) with this file.

1. Your job

Employer		
Your job title		*What you do, in a few words*
Were you paid any commissions?		*Commission employees can claim more, such as advertising and client meals.*
Do you have a signed T2200 for this year?		
Did your contract require you to pay these costs yourself?		
Did you have to use your own vehicle for work?		
Money your employer paid you back or gave as an allowance		*Not on your T4. Upload the details if you have them.*
Is your employer registered for GST/HST?		*If yes, you may get some of the GST/HST you paid back*

2. Work costs you paid

Only what your employer did not pay you back. The ideas under each line are reminders, not a list you must fill.

Cost	What counts	Amount paid in 2026
Office supplies	*Paper, ink, pens, postage, small items used up in the work*	
Cell phone	*Work part of your plan or minutes (not the phone itself)*	
Parking	*For work trips, not at your regular workplace*	
Travel away from home	*Hotels, flights, train, taxis for work trips. Meals while away for 12 hours or more (50%).*	
Office rent	*An office outside your home that your contract requires*	
Assistant's salary	*Someone you paid to help you, if your contract requires it*	
Professional or union dues	*If not already on your T4 (box 44)*	
Supplies for artists and musicians	*Materials, instrument repairs, rental and insurance*	
Other	*Please explain in the notes below*	
Total		

3. Commission employees only

Skip this part if you were not paid commissions.

Cost	What counts	Amount paid in 2026
Advertising and promotion	*Business cards, ads, client gifts, promotional items*	
Meals and entertainment with clients	*Enter the full amount: we claim the allowed 50%*	
Licences	*Real estate, insurance or other licences you need for the job*	
Computer, phone or fax lease	*Lease payments only (not a purchase)*	
Training	*Courses required to keep your licence (we check)*	
Other	*Please explain in the notes below*	
Total		

4. Tools for tradespeople

Only for a trade. New tools you bought for work, each one.

Tool	Date	Cost (with tax)
Cordless drill set	2026-04-02	$389.00
Total		

Not deductible

Clothing (except some safety gear), commuting to your regular workplace, meals at work, computers or phones you bought (unless leased by a commission employee), costs your employer paid you back.

Notes for us

Anything we should know. For example: "I sold the old fridge" or "The tenant moved out in June."

Done? Save this PDF and upload it in your organizer, with everything else.
Questions? 343-777-9845 · hello@mbcorp.ca