

CANADIAN CATHAY TAX1027 McNicoll Ave, 2nd Floor, Toronto, ON M1W 3W6Tel: (416) 496-0080, Fax: (647) 478-8177 info2.canadiancathay@gmail.com**Motor Vehicle Expenses Report****Attachment B**

1. If a passenger vehicle is owned by an individual and used for doing business, a log has to be carried to record total mileage and mileages for business purpose.
2. Use this Motor Vehicle Expenses (Personal Car Used for Business) form to report auto expense.

Categorized Expenses	Gross Expense \$		% for business	Deductible Expense \$	
	Gross Total \$	GST/HST Included		Gross Total \$	GST/HST Included
	1	2	3	1*3	2*3
Gas					
Repairs and maintenance					
Insurance					
License and registration					
Interest expense on money borrowed to purchase Motor Vehicle					
Lease expense					
Car washes					
Parking					
Other					
Total Expense					

Note: Each vehicle uses a separate form.

Please provide the total mileage reading for the year, as well as the total mileage for business purpose.

Please provide the make, model and year of the vehicle.

For owned vehicle, please provide the original purchased value and date. Please be advised the maximum amortizable value is \$30k.

For leased vehicle, please provide the lease term and the monthly payment amount. Please be advised the maximum allowable monthly lease payment is \$800.

Please advised for an HST registrant, all principal amounts should be separated from the HST amounts paid.

Date: _____ Name: _____ Signature: _____