**2020 Automobile Checklist**

(If multiple vehicles used in Business - please prepare separate summary for each vehicle)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PERSONAL INFORMATION | | | | | | |
| Full Name |  | |  | |  | |
| Description of the automobile - Make, Model, Year | | | | | | |
|  |  | |  | |  | |
| Total KM you drive in a year / KM you Drive for Business (make sure you can support it with Mileage log)if re | | | | | | |
|  |  | | |  |  | |
|  | | | | | | |
|  | | | | | | |
| EXPENSES | | | | | | |
| Fuels | | ☐ | Reimbursement of Car expenses received | | | ☐ |
| Maintenance and repairs | | ☐ |  | | | ☐ |
| Car Insurance | | ☐ |  | | | ☐ |
| License and registration fees | | ☐ |  | | | ☐ |
| Total Lease charges in a year | | ☐ |  | | | ☐ |
| CAA membership | | ☐ |  | | | ☐ |
| Parking | | ☐ |  | | | ☐ |
| 407 ETR | | ☐ |  | | | ☐ |
|  | | ☐ |  | | | ☐ |
| If you are leasing your car – please attach Lease agreement - for NEW car | | | | | | |
| Date Lease commenced | | ☐ | Interest on Lease | | | ☐ |
| Lease terms | | ☐ | Manufacturers list price | | | ☐ |
| Date Lease terminated | | ☐ |  | | | ☐ |
|  | |  |  | | |  |
| If you are Financing your car – please attach Finance agreement - for NEW car | | | | | | |
| Date Payments started | | ☐ |  | | |  |
| Date Payments terminated | | ☐ |  | | |  |
| Interest paid in a year | | ☐ |  | | |  |
| If you are own your car – please attach Purchase agreement - for NEW car | | | | | | |
| Date car purchased | |  |  | | |  |
| Cost of the vehicle | |  |  | | |  |

**ATTENTION - CRA requirements in case of audit - MILEAGE LOG for business driving**

**DATE - FROM (address) – TO (address) – KM – Purpose of the trip**