**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**