**Personal Business Expenses Sheet**

This sheet is intended for those earning an income through SkipTheDishes, DoorDash, UberEats, Instacart, or other self- employment contracting companies.

It is highly recommended you keep all expense receipts, bills, logs, and other tracking details for your personal records. Canada Revenue Agency can issue an audit on your taxes at any point up to 7 years after filing, where they would need proof of the expenses you have claimed. **We are not responsible for any missing documentation or receipts should you be audited at any point.**

***\*\*-*** *Must be able to show the number of minutes and data consumed during working hours, as well as the associated cost. The price of the phone bill must also be reasonably divided between personal and employment usage if not used exclusively for business purposes.*

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| ***Please Print Clearly*** |  |
| **Income ($):** |   |
| **Phone Expenses ($) \*\*:** |   |
| **Car Make and Model:** |   |
| **Date of Vehicle Purchase:** |   |
| **Cost of Vehicle (If purchased in current tax year):** |   |
| **Total Kms for Business:** |  |
| **Total Kms Travelled in Last Year:** |  |
| **Fuel Costs ($):** |  |
| **Electricity of 0-Emission Vehicles:** |  |
| **Maintenance / Repairs ($):** |  |
| **Insurance ($):** |  |
| **License / Registration:** |  |
| **Interest:** |  |
| **Parking Fees ($):** |  |
| **# Days Interest on Car Loan in Current Tax Year:** |  |
| **Other:** |  |