

**INCOME TAX PLUS INC.**  
**VEHICLE LOG BOOK**

CLIENT NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TELEPHONE / EMAIL: \_\_\_\_\_

TAX YEAR: \_\_\_\_\_

**INCOME TAX PLUS INC.**

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GET A 60 PAGE VERSION OF THIS LOGBOOK AT  
**INCOME TAX PLUS** FOR ONLY **\$5.99**

## VEHICLE INFORMATION

If you change motor vehicles during the year, record the odometer reading of each vehicle as well as the date of change.

If you use more than one vehicle to earn an income, please use a separate vehicle log book for each vehicle.

Please use a separate vehicle log book for each taxation year.

<b>MAKE</b>		<b>MODEL</b>		<b>YEAR</b>	
<b>ODOMETER, JAN 1</b> OR BEGINNING OF USE			<b>ODOMETER, DEC 31</b> OR END OF USE		

Date of Vehicle Change: \_\_\_\_\_

<b>MAKE</b>		<b>MODEL</b>		<b>YEAR</b>	
<b>ODOMETER, JAN 1</b> OR BEGINNING OF USE			<b>ODOMETER, DEC 31</b> OR END OF USE		

Date of Vehicle Change: \_\_\_\_\_

<b>MAKE</b>		<b>MODEL</b>		<b>YEAR</b>	
<b>ODOMETER, JAN 1</b> OR BEGINNING OF USE			<b>ODOMETER, DEC 31</b> OR END OF USE		

## DEDUCTING VEHICLE EXPENSES USING A T2200

You can deduct expenses you paid to run a motor vehicle you use to earn employment income. Your motor vehicle expenses include any HST you paid on these expenses.

According to the CRA, you may deduct motor vehicle expenses if you meet the following conditions.

1. You were normally required to work away from your employer's place of business or in different places.
2. Under your contract of employment, you have to pay your own motor vehicle expenses. You are not considered to have paid your own motor vehicle expenses if your employer reimburses your expenses.  
\* if your expenses exceed your reimbursement, you may be able to deduct the difference.
3. You keep with your records, a copy of Form T2200, *Declaration of Conditions of Employment*, which has been completed and signed by your employer.
4. You keep records, receipts, and an accurate vehicle log book of all motor vehicle expenses you wish to claim.

For more information, go to the Guide T4044 at [Canada.ca](http://Canada.ca)

### TIPS

- Driving back and forth from home to work is considered **personal** travel. For workers who travel to multiple places each day from their home, the first trip and the last trip of each day is considered **personal**.
- For workers like PSW's where they are required to keep their clients information confidential, the CRA will accept the nearest intersection to your client as an acceptable destination.
- Many clients will mark down the addresses in this log book and use google maps to determine the kilometers once a month. This way, you won't have to remember to use your trip meter.

## DEDUCTING VEHICLE EXPENSES AS A BUSINESS OWNER

As a Business Owner you are required to keep a vehicle log book even if your vehicle is 100% business use. A log book is the best evidence to support the business use of a motor vehicle. If you use a vehicle for personal and business use, a vehicle log book is the only way to determine accurately the percentage of business use to claim on your tax return.

### TIPS

- Driving back and forth from home to work is considered **personal** travel. For business owners who travel to multiple places each day from their home, the first trip and the last trip of each day is considered **personal**.
- Business owners that are HST registered are only allowed to deduct HST from motor vehicle expenses if the vehicle is 90% business use or more.
- Many clients will mark down the addresses in this log book and use google maps to determine the kilometers once a month. This way, you won't have to remember to use your trip meter.

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### MORE THAN ONE VEHICLE

If you use more than one vehicle for business travel, you must keep a log book for each vehicle.

If you change vehicles during the taxation year, note the date of change and the odometer readings on both vehicles at the date of change.

### DEDUCTIBLE MOTOR VEHICLE EXPENSES

- Fuel and Oil
- Maintenance & Repairs
- Insurance
- License and Registration Fees
- Eligible interest you paid on a vehicle loan
- Eligible Leasing Costs



## YEARLY VEHICLE EXPENSE TOTALS

FUEL

MAINTENANCE & REPAIRS

AUTOMOBILE INSURANCE

LICENSE & REGISTRATION

PARKING & WASHES

INTEREST ON VEHICLE LOAN

VEHICLE LEASE PAYMENTS

HIGHWAY TOLLS