

**AUTOMOBILE TRACKING WORKSHEET**

(Provide a copy of this sheet for each business vehicle)

**Automobile**

Year: \_\_\_\_\_  
 Make: \_\_\_\_\_  
 Model: \_\_\_\_\_

**PURCHASE DETAILS (\*only required if purchased during tax year)**

Date of Purchase: \_\_\_\_\_  
 Cost (Before HST & Licensing) \$ \_\_\_\_\_ \*  
 Licensing \$ \_\_\_\_\_ \*  
 HST \$ \_\_\_\_\_ \*  
 Total \$ \_\_\_\_\_ \*

Total KM Driven on Vehicle in Year: \_\_\_\_\_  
 Total KM Driven for Business Purposes: \_\_\_\_\_

Undepreciated Capital Cost (if applicable)  
 from prior year's tax return \$ \_\_\_\_\_

**EXPENSES (Some items not subject to HST)**

*List 100% of all items for entire year.*

	SUB-TOTAL	HST	TOTAL
Gas			
Interest on Car Loans		XXXXXXXXXXXX	
Insurance		XXXXXXXXXXXX	
Licensing (Stickers/Plates)		XXXXXXXXXXXX	
Maintenance & Repairs			
Leasing (Provide all Leasing Details)			
Other (Specify):			
Other (Specify):			
Other (Specify):			
<b>TOTALS</b>			

**NOTES:**

Canada Revenue frequently audits self-employed individuals to ensure compliance with proper documentation of automobile expenses. A very common mistake is the mistracking (or non-tracking) of vehicle KM usage for business purposes.

For a detailed description of how to properly document your business KM for the purposes of calculating your deductible automobile expenses, please visit:

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/slprtnr/bsnssxpns/mtr/menu-eng.html>