

In a 9 x 12 Envelope or Portfolio (the clear plastic kind with a cord attachment works best) (keep the following):

- Receipts for Gas (actual receipts – that shows the amount of \$/Litre). Credit cards slips/statements that do not show the \$/Litre is not accepted by Revenue Canada.
- Receipts for Car Repairs & Maintenance
- Receipts for all other car related expenses (example: oil, wipers, wiper fluid, car washes, etc.)
- 13 sheets (1 Annual Information Sheet and 12 Monthly Logs)

Make sure you **complete your log sheet** each day that you use your vehicle for business related purposes. It's better if you keep the envelope/portfolio in your car.

VERY IMPORTANT DATES TO REMEMBER:

JANUARY 1: ODOMETER READING

DECEMBER 31: ODOMETER READING

Business/Employment Related Purposes include:

- To/From work/appointments*
- Banking
- Errands
- Groceries (Daycare)
- Equipment
- Advertising
- Other
- Collecting payments

You MUST provide a detailed reason including the address/names of the places you are driving to or the names of business and or patients, as is the case. You must keep very detailed meticulous records. If you are asked to provide your logs and they are not complete, your claim for employment expenses may be denied.

***NOTE**

Self-Employed When Your Business Address is also your Residential Address:

If you are self-employed and operate your business from your home (home office), then all your mileage from the time you leave home to the time you return (minus any personal errands) qualifies.

Self-Employed When Your place of Employment is NOT Your Residential Address:

If you are self-employed but operate your business at another location (even if you have a home office in your residence for your business), then only the mileage from your primary business address and your last errand before returning home qualifies (ie you own a restaurant but do all your books, payroll, menus at home). Driving to your business in the morning and driving home from your business in the evening DO NOT qualify as business related trips.

Employment Expenses:

If you are employed at a job where you must travel and you are **not reimbursed** for your mileage (or are reimbursed less than 54 cents per km), some of your vehicle expenses may qualify as a deduction on your tax return. Regardless of what your employer pays you for mileage or the rules they use, under CRA's rules, the trip from your home to your first work-related stop and the trip from your last work-related stop to your home DO NOT qualify as business related trips. Only the trips in between (minus any personal errands)

Tax Time

Provide me with **the Annual Information Sheet ONLY (1 sheet of paper)**. Do not send the receipts or the monthly logs but KEEP THEM for 7 years in case Revenue Canada ever asks to see your logs or receipt).

Make sure that **ALL SECTIONS** of the Annual Information Sheet are duly completed. Providing me with incomplete sections will cause delays in preparing your tax return.

CHANGING VEHICLES

If you change vehicles during a tax year, you must ensure that you entire the final odometer reading on your log at the time of the sale, and start a fresh log for your new vehicle with the current odometer reading at time of purchase. At tax time, please provide STS with the bill of sales/purchase for the sale of the old vehicle and the purchase of the new vehicle.

**THESE FORMS ARE THE EXCLUSIVE PROPERTY OF SAUVE TAX SERVICES.
DISTRIBUTION or REPRODUCTION IS STRICTLY FORBIDDEN.**

MILEAGE LOG - ANNUAL INFORMATION SHEET

**ADD JANUARY TO DECEMBER FOR EACH SECTION AND
TRANSFER THE TOTALS TO THIS SHEET.**

PROVIDE ONLY THIS SHEET TO SAUVE TAX SERVICES.

MAKE	
MODEL	
YEAR	
ODOMETER READING – JANUARY 1ST	KM
ODOMETER READING – DECEMBER 31ST	KM
TOTAL KILOMETRES FROM ALL MONTHLY LOG SHEETS:	KM
INSURANCE FOR YEAR (if you have more than one vehicle make sure you only put down the portion that applies to the vehicle you are using for your business) <i>If you aren't sure, contact your insurance company</i>	\$
DID YOU RENEW YOUR LICENCE PLATE THIS YEAR?	\$
DID YOU RENEW YOUR DRIVER'S LICENSE THIS YEAR?	\$
DO YOU OWN YOUR VEHICLE OUTRIGHT OR IS IT A LOAN? If you have a loan, how much of your monthly payments is interest <i>If you don't know, contact your finance company or the dealer where you bought your vehicle</i>	\$
IF YOU LEASE YOUR CAR, ENTER THE ENTIRE PAYMENTS MADE FOR THE YEAR	\$
Total ALL GAS RECEIPTS for year:	\$
Total ALL REPAIRS for year:	\$
Total OTHER RELATED EXPENSES (PARKING, TOLLS, CAR WASHES):	\$
DEPRECIATION CAN ALSO BE CLAIMED ENTER THE VALUE OF YOUR CAR if you purchased it this year (if purchased prior to this year, enter the book value of the car for this year)	\$

ODOMETER READING – JANUARY 1ST _____ KM

MONTHLY LOG SHEET FOR JANUARY

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR FEBRUARY

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
TOTAL		km

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MONTHLY LOG SHEET FOR MARCH

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

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MONTHLY LOG SHEET FOR APRIL

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR MAY

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

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MONTHLY LOG SHEET FOR JUNE

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
TOTAL		km

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MONTHLY LOG SHEET FOR JULY

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR AUGUST

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR SEPTEMBER

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR OCTOBER

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR NOVEMBER

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
TOTAL		km

If you need more room, use a separate sheet of paper or the reverse of this form

MONTHLY LOG SHEET FOR DECEMBER

DATE	REASON (provide name(s) and address(es))	MILEAGE (in km)
1		km
2		km
3		km
4		km
5		km
6		km
7		km
8		km
9		km
10		km
11		km
12		km
13		km
14		km
15		km
16		km
17		km
18		km
19		km
20		km
21		km
22		km
23		km
24		km
25		km
26		km
27		km
28		km
29		km
30		km
31		km
TOTAL		km

ODOMETER READING – DECEMBER 31ST _____ KM

If you need more room, use a separate sheet of paper or the reverse of this form