

BUSINESS USE OF VEHICLE

INSTRUCTIONS FOR COMPLETING THE BUSINESS USE OF VEHICLE FORM

This form has been designed to help you summarize all the deductible expenses related to using a vehicle for business purposes. It should be filled out and dropped off with your other personal tax information.

COMPANY OWNED VEHICLES

For those individuals who's vehicle is company owned the expenses listed can not include GST/HST. The GST/HST portion of these expenses should be claimed on your GST/HST return.

PERSONALLY OWNED VEHICLES

For those individuals who are using a personally owned vehicle for business purposes the expenses listed should include the GST/HST paid. You will need to keep track of the distance (kilometers or miles) driven for business purposes, as well as the total distance the vehicle is driven during the year. These amounts should be entered in the "portion used for business" section of the form. This information will be used to compute what portion of the listed expenses are deductible.