

Business - Income and Expenses

Please fill in the boxes

Name and address
of business

Main product or service _____

Details of other owners (if applicable):

Spouse (Yes/No) _____ Percentage owned _____
Name (other than spouse) _____ Percentage owned _____
Name (other than spouse) _____ Percentage owned _____

Please indicate which taxes (if any) are included in your figures:

Are you registered for HST ?_(Yes/No) _____ If yes, please provide copies of HST returns that you have completed during the year.

Gross sales or revenue (excluding HST)	<input type="text"/>	A
HST Collected on Sales	<input type="text"/>	B
HST Included Sales	<input type="text"/>	A + B
Goods purchased for resale (including HST)	<input type="text"/>	
Inventory at end of year, at cost (excluding HST)	<input type="text"/>	Market value (if lower) <input type="text"/>

Expenses

(Please attach information indicated). Remember, personal or living expenses are not deductible. If you're not sure, call us. Or attach a note explaining the details and we'll tell you whether it's allowable.

Please ensure that all expense numbers include HST

Advertising	<input type="text"/>
Bad debts	<input type="text"/>
Municipal business taxes	<input type="text"/>
Licences, fees, dues, and subscriptions	<input type="text"/>
Delivery (freight, courier, etc.)	<input type="text"/>
Insurance	<input type="text"/>
Repairs and maintenance	<input type="text"/>

Meals and entertainment

Management and administration fees

Office supplies and expenses

Interest and bank charges

Other supplies

Accounting fees

Legal fees (please attach invoices)

Premiums for private health services
Plans for you and your employees

Rent (for space **outside** of your home)

Salaries, wages and employee benefits
(do **not** include "salaries" or draws
paid to you)

Travel

Telephone (monthly line charges on
your home phone are not deductible)

Office in home expenses:

Mortgage interest

Insurance

Hydro

Heating

Repairs and maintenance

Property taxes

Rent

Square feet of space used only for
business purposes

Total square feet of home

Other

Other expenses (please specify):

Business - Income and Expenses (continued)

Automobile expenses:

Gas and oil

Insurance

Repairs and maintenance

Interest on car loan

407-ETR

Licence

Parking - business only

Car washes

Lease cost

Attach documents for any leases started this year

Attach documents for auto **purchased or leased** this year (or in previous year if this is the first year we're claiming automobile expenses). Include papers for any loans taken out.

Please provide details (description, purchase price, amount financed, monthly payments, length of loan in months, etc.) if documents not available:

Attach documents for auto **sold (or leases terminated)** this year

Please provide details (description and \$ amount) if documents not available:

Kilometres driven for business

Total kilometres driven

Attach documents for any other assets bought or sold (e.g. land, building, furniture, computers, equipment). Include papers for any loans taken out to buy this stuff. If no assets bought or sold write "None"
