

Business Income & Expenses Tax year _____

BUSINESS NAME			
BUSINESS TYPE			
GST/HST NUMBER		PARTNERSHIP	<input type="checkbox"/> YES <input type="checkbox"/> NO

INCOME	TOTAL INCOME (including taxes, if applicable)	
	GST/HST COLLECTED (if applicable)	
	PST COLLECTED (if applicable)	

COST OF GOODS SOLD (including tax)	OPENING INVENTORY	
	MATERIAL PURCHASES	
	LABOUR / SUBCONTRACTORS	
	CLOSING INVENTORY	

OPERATING COSTS (including tax)	ADVERTISING / GIFTS / WEBSITE	
	MEALS & ENTERTAINMENT	
	BUSINESS INSURANCE	
	WCB	
	INTEREST ON BUSINESS LOAN	
	BUSINESS BANK FEES	
	BUSINESS & CITY LICENSES	
	PROFESSIONAL DUES	
	LEGAL AND ACCOUNTING FEES	
	OFFICE AND GENERAL EXPENSES	
	SUPPLIES	
	SALARIES / WAGES	
	OFFICE / STORE RENT (do not include home)	
	MAINTENANCE / REPAIRS (do not include home or vehicle)	
	OFFICE TELEPHONE / UTILITIES (do not include home)	
	BUSINESS TRAVEL (hotel, flight, etc.)	
	PARKING	
	TRAINING / CONVENTIONS	
	CELL percentage used for business %	
	OTHER	

EQUIPMENT PURCHASED IN TAX YEAR ie. Computers, Furniture & Machinery.		

Vehicle & Home Office Expenses

VEHICLE INFO	YEAR / MAKE / MODEL	
	DATE PURCHASED	
	PURCHASE PRICE (attach agreement if in tax year)	

VEHICLE EXPENSES (including tax) Please include full totals for the year and we will reduce these numbers to business percentage.	BUSINESS KMS DRIVEN (Vehicle Travel Log)	
	TOTAL KMS DRIVEN (Start odometer - ending odometer)	
	FUEL COSTS	
	REPAIRS & MAINTENANCE	
	INSURANCE	
	LEASE PAYMENTS (attach lease agreement)	
	INTEREST PAID ON CAR LOAN	
	OTHER	

HOME OFFICE (including tax) Please include full totals for the year and we will reduce these numbers to business percentage.	SQUARE FOOTAGE OF HOME USED FOR BUSINESS	
	TOTAL SQUARE FOOTAGE OF HOME	
	GAS	
	ELECTRICITY	
	INSURANCE (Self Employed & Commission Employees)	
	MAINTENANCE OF WORK SPACE	
	MORTGAGE INTEREST PAID (Self Employed)	
	PROPERTY TAXES (Self Employed & Commission Employees)	
	WATER	
	STRATA FEES	
	INTERNET	
	RENT	

Consult The Tax Pros for eligibility of large expenditures.
 Keep all receipts for 6 years in case of CRA review.
Disclaimer: Tax return prepared by The Tax Pros is based on information provided.

The Tax Pros
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