

Business Income & Expenses Tax year _____

BUSINESS NAME			
BUSINESS TYPE		PARTNERSHIP <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS GST NUMBER:			
BUSINESS START DATE:		BUSINESS END DATE:	

INCOME	TOTAL INCOME (including GST)	
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COST OF GOODS SOLD (including GST)	OPENING INVENTORY	
	MATERIAL PURCHASES	
	LABOUR / SUBCONTRACTORS	
	CLOSING INVENTORY	

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

BUSINESS ASSETS PURCHASED IN TAX YEAR ie. Computers, Furniture		

Vehicle & Home Office Expenses

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

VEHICLE EXPENSES (including GST) Please include full totals for the year and we will reduce these numbers to business percentage.	TOTAL KMS DRIVEN IN YEAR (odometer readings)	
	BUSINESS KMS IN YEAR (travel log or tracking)	
	FUEL COSTS	
	REPAIRS & MAINTENANCE	
	INSURANCE	
	LICENCE & REGISTRATION	
	LEASE PAYMENTS (attach lease agreement)	
	INTEREST PAID ON CAR LOAN	
	PARKING	
	OTHER	

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

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 Income Tax Service
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