

# Business Income & Expenses Tax year \_\_\_\_\_

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

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

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

<b>EQUIPMENT PURCHASED IN TAX YEAR</b>  ie. Computers, Furniture & Equipment with long term use.		

# Vehicle & Home Office Expenses

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

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

<b>HOME OFFICE</b>  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 Income Tax Service**  
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