



Name _____
 Business Name _____
 Address _____

INCOME (Including HST)

Sales, commission or fees _____
 Income reported on T4A slips _____
 Other income _____
Gross Income - A _____

EXPENSES (enter only the business part)

Advertising and Promotion _____
 Meals and entertainment _____
 Donations _____
 Bad debts _____
 Insurance _____
 Interest & bank charges _____
 Business tax, fees, licences, dues, memberships, subscriptions _____
 Office expenses _____
 Supplies _____
 Legal, accounting and other professional fees _____
 Management and administration fees _____
 Maintenance and repairs _____
 Rent, storage, occupancy costs _____
 Salaries, wages & benefits (including employer's contributions) _____
 Sub-contractors _____
 Travel (including transportation fees, accommodations & allowable part of meals) _____
 Telephone and utilities _____
 Fuel Costs (except for motor vehicles) _____
 Delivery, freight and express _____
 Business Portion of Motor Vehicle Expenses _____
 Business Portion of Home Expenses _____
Total Business Expenses - B _____

Net Business Income - A-B _____

MOTOR VEHICLE EXPENSES

New vehicle acquired this year? _____ Make _____
 Date acquired (mm/dd/yyyy) _____
 Cost before GST & PST _____ GST & PST _____
 Vehicle sold this year? _____ Date Sold (mm/dd/yyyy) _____
 Disposal Proceeds _____



	Vehicle 1	Vehicle 2
Km driven for business		
Total Km driven in year		
Business use %		

Vehicle Expenses:

Fuel & oil		
Maintenance & repairs		
Insurance		
Interest & financing		
Leasing		
Other		
Total		
Business Portion of Motor Vehicle		

BUSINESS USE OF HOME EXPENSES

Area of home used for business _____
 Total area of home _____
 Business use % _____

EXPENSES

Heat _____
 Electricity _____
 Water _____
 Insurance _____
 Maintenance _____
 Mortgage interest _____
 Property taxes _____
 Strata fees _____
 Rent _____

Total Home Expenses _____
Business Use of Home Office Expenses _____

Office equipment purchased or (sold) during year (Item and Amount)

