

Small Business Information for Home Daycare Providers

Business Name	
Owner's Name(s)	
Address	
City	Postal Code
Telephone	
Email Address	Tax Year

Business-Use-of-Home Expenses

Calculating a percentage of Business-Use-Of-Home expenses can be difficult. Provide as much information as possible below and leave the rest to us!

The CRA offers some examples on this webpage,

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/daycare-your-home.html>

Total Square footage of Home	
Square footage of Daycare ONLY Space	Square footage of SHARED Space
Average Days per Week that the Daycare is operational	Average Hours per Day that the Daycare is operational
Daycare use of Home Telephone Percentage	Daycare use of Cell Phone Percentage
Daycare use of Television Percentage	Daycare use of Internet Percentage

Vehicle Expenses – Complete for each vehicle that is for both daycare and personal uses.

Home Daycare Providers generally don't have a large vehicle expense deduction, if any.

For information on how to keep an accurate vehicle logbook, visit our website.

If you have not kept track of kilometers, enter a reasonable percentage.

Vehicle Make	Kilometers for Business Use
Vehicle Model	Total Kilometers Driven
Vehicle Year	Percentage

Notes for the Tax Preparer

Home Daycare Summary Page

Income	
Income	\$
Expenses	
Expenses	Total
Purchases	\$
General Supplies Expenses	\$
Food Purchases	\$
Advertising	\$
Business Fees, Licenses & Memberships	\$
Legal & Accounting	\$
Office Stationary & Supplies	\$
Home Telephone	\$
Cell Phone	\$
Television	\$
Internet	\$
Travel Expenses	\$
Interest & Bank Charges	\$
Other (Please Specify)	\$
Other (Please Specify)	\$
Business Use of Home Expenses	Total
Heat	\$
Electricity	\$
Property Taxes or Rent Payments	\$
Water & Sewer	\$
Equipment Rental	\$
Insurance	\$
Mortgage Interest	\$
Maintenance – Household	\$
Maintenance – Daycare Space	\$
Vehicle Operating Expenses	Total
Fuel	\$
Maintenance & Repairs	\$
Lease Payments	\$
License & Registration	\$
Vehicle Insurance	\$
Interest on Vehicle Loan	\$
Capital Purchases - <i>Depreciable items that you have purchased to use over time. Generally, costs more than \$200</i>	
Description	Total
	\$
	\$
	\$
	\$
Disposal of Capital Assets – <i>Capital purchases that you have sold or disposed of in the tax year.</i>	
Description	Total
	\$
	\$
	\$