

**SECTION A****If you remit GST to CRA DO NOT include GST in this Section**Provide **YEARLY TOTALS** only

Tax year	
Business Name (If different than your personal name)	
Nature of business	
GST# (if applicable)	
Your share (%) of the business	
<b>Income</b>	
Sales ( <b>Do not include GST</b> )	\$
GST charged on sales ( <b>If applicable</b> )	\$
<b>Cost of goods sold</b>	
Opening inventory (if applicable)	\$
Material purchases	\$
Subcontracts	\$
Other costs (Disposal fees, etc)	\$
Closing inventory (if applicable)	\$
<b>Operating Expenses</b>	
Advertising	\$
Meals & Entertainment	\$
Bad debts ( <b>If included as income in the current or any previous year</b> )	\$
Insurance ( <b>Business portion only</b> )	\$
Interest paid on business loan ( <b>Do not include principal portion</b> )	\$
Business taxes, licences and memberships	\$
Office Expenses (business cards/cheques, gifts to clients/staff etc)	\$
Office Supplies (pens, paper, toner, staples, cleaning materials, etc)	\$
Professional fees (Legal, accounting, tax prep, etc)	\$
Management and administrative fees	\$
Rent (Storage or charges for a separate rental place to run your business)	\$
Maintenance & Repairs ( <b>Do not include home or vehicle maintenance, see Section B &amp; C</b> )	\$
Salaries, wages and benefits paid to employees (including employer's contributions)	\$
Property taxes ( <b>Do not include home property taxes, see Section C</b> )	\$
Travel	\$
Business Telephone ( <b>Only</b> if separate line from personal phone)	\$
Cell Phone	\$
<b>% of cell used for business</b>	
Internet	\$
<b>% of internet used for business</b>	
Business Utilities ( <b>If renting a separate place to run your business</b> )	\$
Operating Fuel Costs ( <b>For vehicle fuel, see Section B</b> )	\$
Delivery, courier, freight	\$
Worksafe BC	\$
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## Section B

### Automobile Expenses

Provide **YEARLY TOTALS** only

Year/Make/Model

Value of vehicle at the beginning of the year (**ONLY required if** vehicle acquired prior to current tax year AND this is the 1<sup>st</sup> year using for business)

\$

**Kilometres** (You MUST include Km's driven for business & pleasure to claim any expenses)

Total business Kilometres driven in the year (**Business only**)

Total Kilometres driven in the year (**Both business and pleasure**)

### Expenses

Fuel

\$

Loan Interest for the year (**NOT principle portion or monthly payments**)

\$

Insurance (Supplementary business insurance listed separately)

\$

Licence renewal

\$

Maintenance and repairs

\$

Lease payments for the year

\$

Electricity for zero-emission vehicles

\$

BCAA (**Portion related to this vehicle only – not Travel Gold**)

\$

Business Parking Fees

\$

Supplementary business insurance

\$

**Other** (Please list separately)

\$

\$

\$

\$

\$

\$

**ONLY COMPLETE THIS SECTION IF VEHICLE PURCHASED THIS TAX YEAR.** Include a copy of the purchase or lease agreement

Year/Make/Model

Date of purchase

Purchase price of vehicle

\$

## SECTION C

### Home Expenses

Portion of home used as office

Provide **YEARLY TOTALS** only

**If business operated for less than the year then provide only the total for the months the business was operating.**

Square footage of office or area in home used for business	
% used for business	
Total Square footage of home	
Heat	\$
Electricity	\$
Insurance	\$
Maintenance ( <b>Do not include renovations</b> )	\$
Mortgage interest portion ( <b>Do not include principle</b> )	\$
Property taxes	\$
Strata Fees	\$
Alarm Monitoring	\$
Rent	\$
<b>Other</b> (Please list separately)	
	\$
	\$
	\$
	\$

**Capital purchases are ASSETS that are not considered supplies. Examples: Calculators, Phones, Computers & Peripherals, Furniture, Tools, Operating Software, etc**

## SECTION D

**DO NOT include GST if you remit GST to CRA**

Capital purchases UNDER \$500.00

**DO NOT INCLUDE** Supplies or purchases for resale. These are listed in Section A.

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**Capital purchases are ASSETS that are not considered supplies. Examples:  
Calculators, Phones, Computers & Peripherals, Furniture, Tools, Operating Software,  
etc**

## SECTION E

**DO NOT include GST if you remit GST to CRA**

## Capital purchases Over \$500.00

**DO NOT INCLUDE** Supplies or purchases for resale. These are listed in Section A.

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