

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 | Entertainer |
| GST# (if applicable) | |
| Your share (%) of the business | |
| Income | |
| Sales (Do not include GST) | \$ |
| GST charged on sales (If applicable) | \$ |
| Operating Expenses | |
| Subcontracts | \$ |
| Advertising | \$ |
| Meals to entertain clients | \$ |
| Bad debts (If included as income in the current or any previous year) | \$ |
| Insurance (Business portion only) | \$ |
| Interest paid on business loan (Do not include principal portion) | \$ |
| Business taxes, licences and memberships (Union dues, professional memberships, etc) | \$ |
| Office Expenses (business cards/cheques, gifts to clients/staff, industry periodicals, agent commissions, publicity expenses, videotaping/recording performances, haircuts & makeup costs for for public appearances performances, etc) | \$ |
| Office Supplies (pens, paper, toner, staples, cleaning materials, signs, etc) | \$ |
| Training (Acting, dance, music, voice lessons, etc) | \$ |
| Clothing purchased and used 100% for performances | \$ |
| Clothing purchased and used partially for performances | \$ |
| % used for business | |
| 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 (Do not include home or vehicle maintenance, see Section B & C) | \$ |
| Salaries, wages and benefits paid to employees (including employer's contributions) | \$ |
| Property taxes (Do not include home property taxes, see Section C) | \$ |
| Travel | \$ |
| Business Telephone (Only if separate line from personal phone) | \$ |
| Cell Phone | \$ |
| % of cell used for business | |
| Internet | \$ |
| % of internet used for business | |
| Business Utilities (If renting a separate place to run your business) | \$ |
| Continued on Page 2 | |

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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 1st year using for business) | \$ |
| Kilometres (You MUST include Km's driven for business & pleasure to claim any expenses) | |
| Total Kilometres driven in the year (Business) | |
| Total business Kilometres driven in the year (Business & 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 (Do not include renovations) | \$ |
| Mortgage interest portion (Do not include principle) | \$ |
| Property taxes | \$ |
| Strata Fees | \$ |
| Alarm Monitoring | \$ |
| Rent | \$ |
| Other (Please list separately) | |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

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

SECTION D

Capital purchases UNDER \$500.00
DO NOT INCLUDE Supplies or purchases for resale. These are listed in Section A

Capital purchases UNDER \$500.00
DO NOT INCLUDE Supplies or purchases for resale. These are listed in Section A

| Date Acquired (MM/DD) | Description of item | Amount | % Used for business |
|--------------------------|---------------------|--------|---------------------|
| | | \$ | |
| | | \$ | |
| | | \$ | |
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| | | \$ | |
| | | \$ | |
| | | \$ | |
| TOTAL | | | |

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

SECTION E

Capital purchases Over \$500.00

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

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