

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	Real Estate
GST# (if applicable)	
Your share (%) of the business	
Income	
Sales (No 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 (Real Estate Board fees, professional memberships, etc)	\$
Office Expenses (business cards/cheques, gifts to clients/staff, desk fees, office fees, etc)	\$
Office Supplies (pens, paper, toner, staples, cleaning materials, signs, 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 (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)	\$
Operating Fuel Costs (For vehicle fuel, see Section B)	\$
Delivery, courier, freight	\$
Bank service charges for business account	\$
Private Health Care Premiums	\$
Other expenses (List separately on Page 2)	

Section A Page 2

Other expenses (List separately)	
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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 st year using for business)	\$
Kilometres Driven (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 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 (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

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

[illegible]

**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

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