

Custom or contract work, machinery rental	\$
Electricity	\$
Heating fuel	\$
Insurance program overpayment recapture	\$
Insurance	\$
Office Expenses (photocopying, office cleaning, business cards, faxing, etc)	\$
Legal and accounting fees	\$
Property taxes	\$
Rent (land, buildings and pasture)	\$
Salaries (including employer's contributions)	\$
Small Tools (Under \$500.00)	\$
MIA	\$
Business Telephone (Only if separate line from personal phone)	\$
Smart Features for home phone related to business (Enter % used for business: _____) but provide total dollar amount	\$
Cell Phone (Enter % used for business: _____) but provide total dollar amount	\$
Internet (Enter % used for business: _____) but provide total dollar amount	\$
Business Utilities (if renting a place to run your business)	\$
Bank service charges	\$
Business cheques	\$
Private Health Care Premiums	\$
Other expenses (please list separately)	\$

SECTION B	
Automobile Expenses Auto used for business PLEASE PROVIDE YEARLY TOTALS ONLY	
Year/Make/Model (ONLY required if vehicle purchased in the current tax year)	
Date of purchase (ONLY required if vehicle purchased in the current tax year)	
Purchase price of vehicle (ONLY required if vehicle purchased in the current tax year)	\$
Value of vehicle at the beginning of the year (ONLY required if vehicle purchased prior to current tax year AND 1 st year using for business)	\$
Automobile expenses	
Total Kilometres driven in the year (business and pleasure)	
Total business Kilometres driven in the year (business only)	
Gas & Oil	\$
Repairs & Maintenance	\$
Insurance	\$
Licence	\$
Loan Interest for the year (do not include principle portion or monthly payments)	\$
Lease payments for the year (not monthly payments)	\$
Air Care	\$
BCAA (Portion related to this vehicle only – not Travel Gold)	\$
Driver's Licence Renewal	\$
Other (Please list separately)	\$

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SECTION C	
Home Expenses Portion of home used as office	
PLEASE PROVIDE YEARLY TOTALS. Do not reduce amounts if only a percentage claimed. This will be determined by us from the square footage of the home and office provided to us.	
Square footage of home	
Square footage of office in home	
Mortgage interest portion (Do not include principle)	\$
Property taxes	\$
Insurance	\$
Terasen	\$
Hydro	\$
Rent	\$
Home Maintenance & Repair (Do not include renovations)	\$
Alarm Monitoring	\$
Strata fees	\$
Other (Please list separately)	\$

DO NOT include Non Capital items such as pens, pencils, papers, toner, cleaning supplies, office supplies, shop supplies, purchases for resale. *Non capital items are incurred regularly and provide a short term advantage.*

SECTION D

DO NOT include GST in Section D if you have a GST # and remit GST to CRA

Please provide full amount paid for assets and note percentage used for personal use, if applicable

Capital expenditures UNDER \$500.00

Do not include supplies or purchases for resale

Capital purchases are ASSETS that provide advantages that last several years

Examples: Calculator, Printer, Telephone, Computer, Cell Phone, IPad, Furniture, Tools, Jewelry, Software, Equipment, Fax Machine, Stapler, etc.

Date Acquired (yy/mm/dd)	Description of item	Amount	% Used for Personal
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL for all items		\$	

