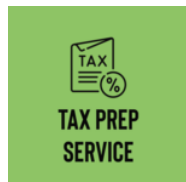




# Business Income & Expenses

<b>BUSINESS NAME</b>		
<b>BUSINESS TYPE</b>		
<b>BUSINESS (HST) NUMBER (if applicable)</b>		
<b>INCOME</b>	TOTAL INCOME (including HST)	
<b>COST OF GOODS SOLD</b>	OPENING INVENTORY	
	MATERIAL PURCHASES	
	LABOUR / SUBCONTRACTS	
	CLOSING INVENTORY	
<b>OPERATING COSTS</b>	ADVERTISING / GIFTS	
	STAFF MEALS	
	CLIENT MEALS / ENTERTAINMENT	
	BAD DEBTS	
	INSURANCE	
	INTEREST / BANK FEES	
	REGISTRATION / LICENSES / FEES / DUES	
	CLASSES / CONFERENCES (business related)	
	OFFICE EXPENSES	
	SUPPLIES	
	TAX PREP FEE	
	RENT (business space out-of-home)	
	REPAIRS / MAINTENANCE	
	SALARIES / WAGES	
	BUSINESS TRAVEL (meals, hotel, flight, etc)	
	TELEPHONE / INTERNET (business % only)	
	DELIVERY / POSTAGE	
	CAPITAL EXPENSES - COMPUTERS	
	- FURNITURE	
	HEALTH PLAN PREMIUMS	
	OTHER (describe)	



# Business Income & Expenses

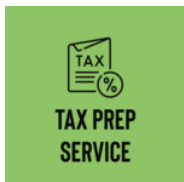
VEHICLE INFO	YEAR / MAKE / MODEL	
	DATE PURCHASED	
	TOTAL PURCHASE PRICE	

VEHICLE EXPENSES  ~ PLEASE INCLUDE FULL TOTALS FOR THE YEAR. WE WILL REDUCE THESE NUMBERS TO BUSINESS PERCENTAGE ~	BUSINESS KMS IN YEAR (CRA requires log or tracking)	
	TOTAL KMS DRIVEN IN YEAR (odometer readings)	
	FUEL	
	REPAIRS / MAINTENANCE	
	LEASE PAYMENTS	
	WASHES	
	INSURANCE	
	LICENCE / REGISTRATION	
	LOAN (interest portion only)	
	CAA / RELATED	
	EXPRESS ROUTES / TOLLS	
	PARKING	
	OTHER (describe)	

HOME OFFICE  ~ PLEASE INCLUDE FULL TOTALS FOR THE YEAR. WE WILL REDUCE THESE NUMBERS TO BUSINESS PERCENTAGE ~	AREA OF HOME USED FOR BUSINESS	
	TOTAL AREA OF HOME	
	UTILITIES - HEAT	
	UTILITIES - HYDRO	
	INSURANCE	
	REPAIRS / MAINTENANCE (directly related)	
	MORTGAGE *(interest portion only)*	
	RENT / PROPERTY TAXES	
	WATER HEATER / SOFTENER	
	SUPPLIES	
	OTHER (describe)	

**RETAIN ALL RECEIPTS FOR 7 YEARS IN CASE OF CRA REVIEW**

**Disclaimer:** Your tax return is prepared based on information provided on this form



**Client Signature** \_\_\_\_\_