

**Business Name**  
**Business Address**  
**Business Number**  
**GST number**  
**Main product or service of Business**

### Business or Professional Income

- Business Income
- Gross sales, commissions and fees
- Professional Income
- Gross professional fees
- GST/HST, provincial sales tax, returns, discounts and allowances
- Costs of goods and services (COGS)
- Opening and closing value of your inventory
- Related labour and other costs/purchases
- Discounts, allowances and returns

### Expenses Continued

- Property taxes
- Business travel expenses (flight, bus, train, ferry)
- Utilities
- Fuel costs (except for motor vehicles)
- Delivery, freight, and express
- Equipment additions and dispositions
- Building additions and dispositions
- Land additions and dispositions
- Other expenses

### Internet Business Activities

(If your websites generate income)

- Top 5 websites that drive revenue for your business
- Total % of revenue they generate

### Motor vehicle expenses

- Make/Model/Year of vehicle
- Kilometres driven in the fiscal period for business income
- Total kilometres driven in the fiscal period
- Fuel and oil
- Interest on loan
- Insurance
- Licence and registration
- Maintenance and repairs
- Leasing info
- Other expenses

### Expenses (only the business part)

- Start up costs
- Advertising and promotions
- Meals and entertainment
- Bad debts
- Insurance
- Interest on loans and bank charges
- Business taxes, licences, and memberships/dues
- Office expenses
- Office stationery and supplies
- Professional fees (includes legal and accounting fees)
- Management and administration fees
- Rent
- Repairs and maintenance
- Salaries, wages, and benefits (including employer's contributions)

### Business-use-of-home expenses

- sq. ft of office space
- sq. ft of house
- telephone
- Heat
- Electricity
- Insurance
- Maintenance
- Mortgage interest
- Property taxes
- Rent
- Condo fees
- Other expenses