

3. Statement of Income and Expenses (Not Registered for HST)

Total Sales Commissions or Fees:

Other Income: (please provide details):

Expenses:

Advertising

Meals and entertainment (Please do not prorate)

Bad debts

Insurance

Interest

Business tax, fees, licenses, dues, memberships

Office expenses (Please provide details of expenses over \$500)

Supplies

Legal, accounting and other professional fees

Management and admin. Fees

Rent

Maintenance and repairs

Salaries, wages, and benefits

Travel

Cell Phone

Please provide business use %

Fuel costs (not for motor vehicles)

Delivery, freight, courier

Other (provide details)

Sub-Total

4. Motor Vehicle Expenses (Not Registered for HST)

Make of Vehicle

Date of Acquisition

Date of Disposition

If you have acquired an new vehicle of lease during the year, please be sure to provide us the purchase agreement, financing agreement and/or lease agreement. Please ensure you also provide us with information regarding the disposal of your old vehicle.

If you have multiple vehicles that you use for business, please email us for additional worksheets that you can utilize.

KM Driven for business

Total KM Driven during the year

Please note, CRA requires you maintain a log of all your business KM and total KM travelled during the year. It is your responsibility to provide this log to CRA should they request. If you have questions, please email the office with any questions

Fuel

Maintenance and repairs

Insurance

License and registration

Interest

Lease costs

Auto Club (eg CAA)

Car Washes

Parking

Sub-Total

5. Work Space in Home

Area of Home Used for Business (sqft)

Total area of home (sqft)

Expenses:

Heat

Electricity

Insurance

Maintenance and repairs

Mortgage Interest (Please do not include principal repayments)

Property Taxes

Water

Security

Rent

Internet

Other (provide details)

Total