



### 3. HST Registration Information

#### Instructions:

Please use the following sheets to summarize your business income and expenses and the HST figures that you have tracked separately.

### 4. Statement of Income and Expenses (Registered for HST & Tracked)

	<b>TOTAL BEFORE HST</b>	<b>HST COLLECTED</b>
Total Sales Commissions or Fees:		
Other Income: (please provide details):		

	<b>TOTAL BEFORE HST</b>	<b>HST PAID</b>
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

## 5. Motor Vehicle Expenses (Not Registered for HST & Tracked])

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*

**TOTAL BEFORE HST**

**HST PAID**

Fuel

Maintenance and repairs

Insurance

License and registration

Interest

Lease costs

Auto Club (eg CAA)

Car Washes

Parking

Sub-Total

## 6. 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