

BUSINESS SCHEDULE

Name of Business: _____ **Fiscal Year End:** _____ **2016**

REVENUE (excl. HST) **HST Charged** **Total Revenue**
 (including HST)

If you wish for us to prepare you GST/HST return, please advise and supply your preprinted form

EXPENSES (Other than automobile)

BUSINESS USE OF HOME

Do the expenses listed below include GST/HST?

Total house area (sq. ft.)

Yes _____ No _____

Business use area (sq. ft.)

Advertising

EXPENSES

Meals and Entertainment

Heat

Insurance

Electricity

Interest and bank charges

Insurance

Memberships, dues, etc

Maintenance and Repairs

Office Expenses

Mortgage Interest *

Supplies

Property taxes

Legal and Accounting

Water

Administration Fees

Rent

Rent

Condo fees

Maintenance and Repairs

Other

Travel (other than car)

* please provide copy of mortgage statement

Parking

Tolls

Telephone - business line 100%

home

cell

Internet

Materials:

- bought for resale

- on hand at year end

Other

Other

If you acquired or sold capital assets (computer, desk, etc.) for your business during the year, please provide details on a separate page.

If you accept orders through your website there are additional reporting requirements.

Please call us for further guidance.

It is your responsibility to retain all documents used to complete this schedule.

Estimates will not be accepted.

AUTOMOBILE EXPENSES SCHEDULE

Name: _____

Year: 2016

AUTO INFORMATION:

Make
Year
Purchase cost (incl. taxes)

AUTO EXPENSES

Fuel
Maintenance and repairs
Insurance
Licence
Interest
Washes
Leasing
CAA
Other

PLEASE FILL IN SECTION BELOW:

Business kms. this year
Total kms. this year

If you changed vehicles during the year please provide purchase documents and sales documents, if applicable.

If you entered into a new lease please provide a copy of your lease agreement.

Canada Revenue Agency requires that you maintain a log where you record your business trips and personal use of the vehicle. We encourage you make sure that you have such records available.