

Business Income & Expenses

BUSINESS NAME			
BUSINESS TYPE		PARTNERSHIP	<input type="checkbox"/> YES <input type="checkbox"/> NO
BUSINESS HST NUMBER (if applicable/provide access code)			
BUSINESS START DATE:		BUSINESS END DATE:	

INCOME	TOTAL INCOME (including HST)	
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COST OF GOODS SOLD	OPENING INVENTORY	
	MATERIAL PURCHASES	
	LABOUR / SUBCONTRACTORS	
	CLOSING INVENTORY	

OPERATING COSTS	ADVERTISING / GIFTS / WEBSITE	
	MEALS & ENTERTAINMENT	
	BUSINESS INSURANCE	
	INTEREST ON BUSINESS LOAN	
	BUSINESS BANK FEES	
	PROFESSIONAL DUES / LICENSES	
	LEGAL AND ACCOUNTING FEES	
	OFFICE AND GENERAL EXPENSES	
	SUPPLIES	
	SALARIES / WAGES	
	OFFICE / STORE RENT	
	MAINTENANCE / REPAIRS (office equipment/store)	
	TELEPHONE / UTILITIES	
	BUSINESS TRAVEL (meals, hotel, flight, etc.)	
	TRAINING / CONVENTIONS	
	OTHER:	

BUSINESS ASSETS PURCHASED IN TAX YEAR ie. Computers, Furniture		

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VEHICLE INFO	YEAR / MAKE / MODEL	
	DATE PURCHASED	
	TOTAL PURCHASE PRICE (attach agreement for <u>new</u> vehicle)	

VEHICLE EXPENSES PLEASE INCLUDE FULL TOTALS FOR THE YEAR. WE WILL REDUCE THESE NUMBERS TO BUSINESS PERCENTAGE.	TOTAL KMS DRIVEN IN YEAR (odometer readings)	
	BUSINESS KMS IN YEAR (travel log or tracking)	
	GAS / FUEL COSTS	
	REPAIRS & MAINTENANCE	
	INSURANCE	
	LICENCE & REGISTRATION	
	LEASE PAYMENTS	
	INTEREST ON CAR LOAN	
	CCA *(New clients attach last year return)	EXCEL TAX WILL CALCULATE
	CAR WASHES	
	TOLLS (407)	
	PARKING	
OTHER		

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	
	HEAT	
	HYDRO	
	WATER	
	INSURANCE	
	INTERNET	
	MORTGAGE INTEREST	
	MAINTENANCE OF BUSINESS SPACE	
	RENT OR PROPERTY TAXES	

New clients please bring in last year tax return. Consult Excel Tax for eligibility of large expenditures.
 Keep all receipts for 6 years in case of CRA review.
 Disclaimer: Tax return prepared by Excel Tax based on information provided.

Client Signature: _____