

**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  Please identify the business % of home phone,  
 cell  cell phone and internet cost

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.