BUSINESS SCHEDULE

Name of Business: _____   **Fiscal Year End:** _____ **2025**

REVENUE (excl. HST) [_____]   **HST Charged** [_____]   **Total Revenue** [_____]
(including HST)

If you wish for us to prepare you GST/HST return, please advise.

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	[_____]
Business insurance	[_____]	Electricity	[_____]
Interest and bank charges	[_____]	House 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	[_____]	Internet	[_____]
Travel (other than car)	[_____]	Other	[_____]
Parking	[_____]		
Tolls	[_____]	* please provide copy of mortgage statement	

Telephone -   business line [_____] 100 %
                home   [_____]   Please identify the business % of home phone,
                cell   [_____]   cell phone and internet cost

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 acccepted.

AUTOMOBILE EXPENSES SCHEDULE

Name: _____   Year: _____ **2025** _____

AUTO INFORMATION: **AUTO EXPENSES**

Make   [_____]   Fuel   [_____]

Year   [_____]   Maintenance and repairs [_____]

Purchase cost (incl. taxes) [_____]   Car insurance   [_____]

                                      Licence   [_____]

                                      Interest   [_____]

                                      Washes   [_____]

                                      Leasing   [_____]

PLEASE FILL IN SECTION BELOW: CAA   [_____]

Business kms. this year   [_____]   Other   [_____]

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.