

**BUSINESS SCHEDULE**

**Name of Business:** \_\_\_\_\_ **Fiscal Year End:** 2018

**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?

Yes \_\_\_\_\_ No \_\_\_\_\_

Total house area (sq. ft.)

Business use area (sq. ft.)

- Advertising
- Meals and Entertainment
- Insurance
- Interest and bank charges
- Memberships, dues, etc
- Office Expenses
- Supplies
- Legal and Accounting
- Administration Fees
- Rent
- Maintenance and Repairs
- Travel (other than car)
- Parking
- Tolls

**EXPENSES**

- Heat
- Electricity
- Insurance
- Maintenance and Repairs
- Mortgage Interest \*
- Property taxes
- Water
- Rent
- Condo fees
- Internet
- Other

\* please provide copy of mortgage statement

Telephone - business line  100%  
 home   
 cell

Please identify the business % of home phone, 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 accepted.

**AUTOMOBILE EXPENSES SCHEDULE**

Name: \_\_\_\_\_

Year: 2018

**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.