

BUSINESS SCHEDULE

Name of Business: _____ **Fiscal Year End:** 2020

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

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	<input type="text"/>	100%
home	<input type="text"/>	
cell	<input type="text"/>	

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: 2020

AUTO INFORMATION:

Make

Year

Purchase cost (incl. taxes)

AUTO EXPENSES

Fuel

Maintenance and repairs

Car 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.