

BUSINESS SCHEDULE

Name of Business: _____ Fiscal Year End: 2022

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

<u>EXPENSES (Other than automobile)</u>	<u>BUSINESS USE OF HOME</u>
<u>Do the expenses listed below include GST/HST?</u>	Total house area (sq. ft.) <input type="text"/>
Yes _____ No _____	Business use area (sq. ft.) <input type="text"/>

Advertising

Meals and Entertainment

Business 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

House insurance

Maintenance and Repairs

Mortgage Interest *

Property taxes

Water

Rent

Condo fees

Internet

Other

* please provide copy of mortgage statement

Telephone - business line	<input type="text"/>	100%	
home	<input type="text"/>		Please identify the business % of home phone, cell phone and internet cost
cell	<input type="text"/>		

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: _____ 2022 _____

AUTO INFORMATION:

AUTO EXPENSES

Make

Year

Purchase cost (incl. taxes)

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.