

2017 PERSONAL INCOME TAX - BUSINESS

INCOME

Business income earned during the year _____

Are you registered for HST? Please provide HST number. _____

If you were charged HST, does the income amount include HST? _____

Are we preparing HST return for you? _____

EXPENSES

If you charged HST, do the expenses below include HST? _____

Advertising _____

Meals and entertainment _____

Insurance _____

Interest _____

Business tax, licenses, membership _____

Office expenses _____

Supplies _____

Legal and accounting fees _____

Management and administration fees _____

Rent _____

Maintenance and repairs _____

Salaries and wages _____

Property taxes _____

Travel _____

Telephone and utilities _____

Delivery and freight _____

Motor vehicle expenses

Total KM driven in the year _____

KM driven to earn income _____

Fuel _____

Interest on car loan _____

Insurance _____

Plate License renewal fees _____

Maintenance and repairs _____

Lease payment _____

Business parking _____

Other – Please specify _____

Please provide new Lease Agreement / Purchase Agreement if applicable

Convention fees _____

Private health services premiums _____

Home office

Total area of home _____

Area of home used for business _____

Heat _____

Electricity _____

Insurance _____

Maintenance _____

Mortgage interest _____

Property taxes _____

Rent _____

Other – Please specify _____

Other – Please specify. _____

OTHER

Did you purchase any new assets? Please provide details.
(business equipment, computer, etc) _____

Did you sell any assets? Please provide details. _____