

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

Operating As: \_\_\_\_\_

Are you a HST registrant?  Yes  No If yes provide Registration # \_\_\_\_\_

	<u>Gross</u>	<u>HST</u>	<u>Net</u> (Gross Less HST)
<b><u>Business Income</u></b>	\$ _____	\$ _____	\$ _____
<b><u>Expenses</u></b>			
Cost of Sales – Purchases	\$ _____	\$ _____	\$ _____
Subcontractors	\$ _____	\$ _____	\$ _____
Advertising	\$ _____	\$ _____	\$ _____
Meals & Entertainment	\$ _____	\$ _____	\$ _____
Business Insurance	\$ _____		
Interest	\$ _____		
Bank Charges	\$ _____		
Licences, dues/memberships	\$ _____	\$ _____	\$ _____
Office Expenses	\$ _____	\$ _____	\$ _____
Supplies –Small Tools	\$ _____	\$ _____	\$ _____
Legal & Accounting	\$ _____	\$ _____	\$ _____
Rent	\$ _____	\$ _____	\$ _____
Maintenance & Repairs	\$ _____	\$ _____	\$ _____
Salaries & Benefits	\$ _____		
Property Taxes (business)	\$ _____		
Travel (other than auto)	\$ _____	\$ _____	\$ _____
Fuel Costs (other than auto)	\$ _____	\$ _____	\$ _____
Telephone & Utilities	\$ _____	\$ _____	\$ _____
Delivery, Freight & Express	\$ _____	\$ _____	\$ _____
Other: Please Specify:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Equipment Purchases >\$500. (Please provide documentation)	\$ _____	\$ _____	\$ _____

Please note Revenue Canada does not accept as official receipts the following:  
**Debit Card or Charge card receipts**

**Automobile Expenses**

**Gross**

**HST**

**Net**  
(Gross Less HST)

Number of Kilometres driven in taxation year \_\_\_\_\_

Number of Kilometres driven for business purposes \_\_\_\_\_

Gas & Oil	\$ _____	\$ _____	\$ _____
Interest	\$ _____		
Lease payments	\$ _____	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____	\$ _____
Auto Insurance	\$ _____		
Parking Fees	\$ _____	\$ _____	\$ _____

Did you purchase or lease a new vehicle  **Yes**  **No** If yes please provide documentation.

**Home Office**

**Gross**

Percentage of home office to total home \_\_\_\_\_ %

Hydro	\$ _____
Heat	\$ _____
Home Insurance	\$ _____
Repairs & Maintenance	\$ _____
Mortgage Interest	\$ _____
Property Taxes	\$ _____

**Other Information**

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