

## Tax Worksheet: Business or Professional Activities

*Our low tax preparation fee for Business Activities is only for those who complete this worksheet. Additional fees will be charged if you do not complete this form completely and in this order for easy data entry. Thank you for your cooperation!!*

Your Name: \_\_\_\_\_ Tax year: \_\_\_\_\_  
 Name of Business (if any): \_\_\_\_\_  
 Start date (dd/mm/yyyy): \_\_\_\_\_ Product or Service: \_\_\_\_\_  
 Do you have a business partner? \_\_\_\_\_ Your % of Partnership: \_\_\_\_\_  
 Partner's Name \_\_\_\_\_ Partner's SIN \_\_\_\_\_  
 Partner's Name \_\_\_\_\_ Partner's SIN \_\_\_\_\_

### **Income:**

1. Business income (including GST+PST if any): \_\_\_\_\_  
 2. GST collected: \_\_\_\_\_ PST collected: \_\_\_\_\_  
 3. GST remitted: \_\_\_\_\_ PST remitted: \_\_\_\_\_  
 4. Are we doing your GST return? Y \_\_\_ N \_\_\_ Did you include your GST forms? Y \_\_\_ N \_\_\_  
 5. Subcontractors: \_\_\_\_\_  
 6. Inventory at beginning of year: \_\_\_\_\_ Inventory at end of year: \_\_\_\_\_  
 7. Inventory purchased during year: \_\_\_\_\_

### **Expenses (Business ONLY):**

1. Are the expenses listed below **with GST** \_\_\_\_\_ or **Without GST** \_\_\_\_\_ (If with GST, we need your GST return)

- a. Advertising (business cards, ads, brochures, Gifts to clients) \_\_\_\_\_
- b. Salaries, wages \_\_\_\_\_
- c. Deliver, freight, courier \_\_\_\_\_
- d. Business licenses, memberships, subscriptions, professional dues (associations, etc.) \_\_\_\_\_
- e. Insurance (Liability, WCB, etc.) \_\_\_\_\_
- f. Meals and entertainment (with clients or on business travel) \_\_\_\_\_
- g. Office expenses \_\_\_\_\_
- h. Supplies (material which remains with your client like paint for a painter, etc.) \_\_\_\_\_
- i. Accounting, legal, and other professional fees \_\_\_\_\_
- j. Rent (office, studio, storage, not home office) \_\_\_\_\_
- k. Travel (air or land transportation costs, taxis, bus, hotels, etc.) \_\_\_\_\_
- l. Telephone (cell phone, business line, long distance, website, e-mail and internet access) \_\_\_\_\_
- m. Other expenses (list any items you are not sure of - we need details) \_\_\_\_\_  
 Details \_\_\_\_\_

2. Did you **dispose** of any equipment with a value of \$1,000.00 and more: Y \_\_\_ N \_\_\_  
 If yes, list them here with their value at the time of disposition: \_\_\_\_\_
3. Did you **purchase** any equipment with a value of \$1,000.00 and more: Y \_\_\_ N \_\_\_  
 If yes, list them here with their cost at the time of acquisition: \_\_\_\_\_

### **Motor Vehicle Expenses:**

Car year and make _____	If new vehicle we need cost or market value \$ _____
Total mileage for the year: _____	Business mileage only: _____
Lease payments (if any): _____	Start date of lease: _____
Fuel (total personal & biz): _____	BCAA: _____
Maintenance and repairs: _____	Car Loan interest: _____
Insurance: _____	Parking charges: _____
License and registration: _____	

### **Home Office Use ONLY:**

Area of home used for business: _____ sq ft or Total # of rooms: _____	
Total area of home: _____ sq ft or # of rooms used for business: _____	
Heat (total amount for personal & biz): _____	Strata fee: _____
Electricity (total amount for personal & biz): _____	Mortgage interest: _____
Insurance (total amount for personal & biz): _____	Property taxes: _____
Maintenance (total amount for personal & biz): _____	or Rent: _____
Phone (only for dedicated business line; not personal home phone) _____	