

Business /Professional Activities

2018 Tax Worksheet

Changes you need to know about:

- Simply enter totals on this worksheet. We do not need receipts [BC Hydro, Cell, etc]

YOUR INFO

Tax Year _____

Your Name	Start Date [dd/mm/yy]
Business Name	Product/Service

BUSINESS INCOME

Income [including GST+PST]	
GST Collected	Subcontractors
GST Remitted	
Are we doing GST Return Yes <input type="checkbox"/> No <input type="checkbox"/>	Inventory at beginning of year
GST forms included Yes <input type="checkbox"/> No <input type="checkbox"/>	Inventory at end of year
PST Collected	Inventory purchased during year
PST Remitted	

BUSINESS PARTNER?

Your % _____

Partner's Name	Partner's SIN	Partner's %
Partner's Name	Partner's SIN	Partner's %

BUSINESS EXPENSES

Expenses listed below are **without GST** or **GST** GST # _____

Advertising [biz cards/ads/gifts for clients]	Rent [office/studio/storage – NOT home office]
Meals & Entertainment [w/clients or biz travel]	Maintenance & Repairs
Bad Debts	Salaries / wages
Insurance [liability /WCB /etc]	Property Tax
Interest	Travel [air or land/ taxi/ bus/ hotel, etc]
Business License /memberships /subscriptions	Telephone [cell/ biz line/ long distance/ website]
Office Expenses	Fuel costs [NOT motor vehicle]
Supplies [material remains w/ client, eg. Paint]	Delivery/ freight/ courier
Accounting / legal /professional fees	Other expenses [list items you are unsure of]
Administration Fees	

PURCHASE EQUIPMENT

DISPOSE EQUIPMENT

Value over \$1,000 Yes <input type="checkbox"/> No <input type="checkbox"/>	Value over \$1,000 Yes <input type="checkbox"/> No <input type="checkbox"/>
List item below and value at acquisition:	List item below and value at disposition:
Item _____ Value _____ Purchase Date _____	Item _____ Value _____ Disposal Date _____
Item _____ Value _____ Purchase Date _____	Item _____ Value _____ Disposal Date _____

MOTOR VEHICLE EXPENSES

HOME OFFICE USE (only)

Car / year / make	Area of home used for business [sq ft]
New Vehicle? Cost & Market Value	Total area of home [sq ft]
Total mileage for the year	# of rooms used for business
Business mileage only	Total # of rooms
Lease payments	Heat [total amount of personal + biz]
Start date of lease	Electricity [total]
Fuel [total biz + personal]	Insurance [total]
Maintenance + Repairs	Maintenance [total]
Insurance	Phone [only dedicated biz line, NOT personal]
License & registration	Internet [total]
BCAA	Mortgage interest
Car loan interest	Property Tax
Parking charges	Strata fee
	[or] Rent