

Business /Professional Activities

Tax Year 2023

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

YOUR INFO

Your Name	Start Date [dd/mm/yy]
Business Name	Product/Service
Partner's Name & SIN	Partner's %

BUSINESS INCOME

Income [including GST+PST]	
GST Collected	Are we doing GST Return Yes <input type="checkbox"/> No <input type="checkbox"/>
GST Remitted	ACCESS CODE
PST Collected	GST forms included Yes <input type="checkbox"/> No <input type="checkbox"/>
PST Remitted	

Notes: _____

BUSINESS EXPENSES

Expenses listed below are without GST or with 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	Subcontractors

PURCHASE EQUIPMENT

Value over \$1,000 Yes No
 List item below and value at acquisition:
 Item _____ Value _____ Purchase Date _____
 Item _____ Value _____ Purchase Date _____

DISPOSE EQUIPMENT

Value over \$1,000 Yes No
 List item below and value at disposition:
 Item _____ Value _____ Disposal Date _____
 Item _____ Value _____ Disposal Date _____

MOTOR VEHICLE EXPENSES

Car / year / make
New Vehicle? Cost & Market Value
Total mileage for the year
Business mileage only
Lease payments
Start date of lease
Fuel [total biz + personal]
Maintenance + Repairs
Insurance
License & registration
BCAA
Car loan interest
Parking charges

HOME OFFICE USE (only)

Area of home used for business [sq ft]
Total area of home [sq ft]
of rooms used for business
Total # of rooms
Heat [total amount of personal + biz]
Electricity [total]
Insurance [total]
Maintenance [total]
Phone [only dedicated biz line, NOT personal]
Internet [total]
Mortgage interest
Property Tax
Strata fee [or] Rent