Business /Professional Activities

Tax Year 2025

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 ☐ No ☐	
GST Remitted		ACCESS CODE	
PST Collected		GST forms included Yes ☐ No ☐	
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	