

**SUMMARY OF BUSINESS ACTIVITIES FOR THE YEAR \_\_\_\_\_ (1 OF 3)**  
 Any notes or questions you may have regarding your business operation can be noted on a separate sheet.

**NAME** \_\_\_\_\_ **GST BUSINESS #** \_\_\_\_\_  
 (if you are GST registered)

**Main product or service** \_\_\_\_\_ **%** \_\_\_\_\_ **of ownership** (if not 100%, provide co-owner details on bottom of page 3)

**SEPARATE GST ONLY IF YOU ARE GST REGISTERED**  
 (otherwise include the GST in the amount)

<b>INCOME</b>	<b>Amount</b>	<b>GST</b>	<b>Total</b>
Sales, commissions, or fees			
Other related income (specify) -			
-			
<b>TOTALS</b>			

<b>EXPENSES</b>	<b>Amount</b>	<b>GST</b>	<b>Total</b>
Purchases of goods sold			
Sub-contracts			
Advertising			
Bad debts			
Business tax, fees, licenses and dues			
Memberships and subscriptions			
Delivery and freight			
Fuel costs (except motor vehicle)			
Business insurance			
Interest (business loans only) and bank charges			
Maintenance and repairs			
Meals and entertainment (total _____ x 50%)			
Motor vehicle (see page 2)	XXXXXXXX	XXX	XXXXXXXX
Office supplies and expenses			
Supplies			
Legal, accounting and other professional fees			
Rent			
Wages and benefits			
Travel			
Telephone and utilities (business related only)			
Other expenses (specify) -			
-			
-			
<b>TOTALS</b>			

**SUMMARY OF BUSINESS ACTIVITIES FOR THE YEAR \_\_\_\_\_ (2 OF 3)**

NAME \_\_\_\_\_

**CALCULATION OF MOTOR VEHICLE EXPENSES**

(if more than one vehicle was used, please provide a separate sheet for each vehicle)

<b>Vehicle Year, Make, Model</b>	
Total kilometers driven in year to earn income	
Total kilometers driven in year	

**SEPARATE GST ONLY IF YOU ARE GST REGISTERED  
(otherwise include the GST in the amount)**

<b>EXPENSES</b>	<b>Amount</b>	<b>GST</b>	<b>Total</b>
Fuel and oil			
Interest (on vehicle loan)			
Insurance			
Licenses and registration			
Maintenance and repairs			
Leasing costs			
Other expenses (specify) -			
-			
-			
<b>Totals *</b>			

**NOTE** - \*Do not include these amounts in the summary. They will be claimed separately when your return is processed.

**DETAILS OF BUSINESS FIXED ASSET ADDITIONS DURING THE YEAR**

<b>Year and Description of Asset Acquired</b>	<b>Cost</b>	<b>GST</b>	<b>Total</b>

**DETAILS OF BUSINESS FIXED ASSET DISPOSALS DURING THE YEAR**

<b>Year and Description of Asset Disposed</b>	<b>Proceeds</b>	<b>GST</b>	<b>Total</b>

**SUMMARY OF BUSINESS ACTIVITIES FOR THE YEAR \_\_\_\_\_ (3 of 3)**

NAME \_\_\_\_\_

**CALCULATION OF BUSINESS USE OF HOME EXPENSES**

**SEPARATE GST ONLY IF YOU ARE GST REGISTERED  
(otherwise include the GST in the amount)**

	<b>Amount</b>	<b>GST</b>	<b>Total</b>
Heat			
Electricity			
Water and Sewer			
Condo fees			
Insurance			
Maintenance			
Mortgage interest			
Property tax			
Other expenses (specify) -			
-			
-			
-			
-			
<b>Totals *</b>			

(a percentage of the total will be claimed based on the square footage below)

**NOTE** - \*Do not include these amounts in the summary. They will be claimed separately when your return is processed.

To determine percentage of home expenses allowable – please provide:

total square footage of residence \_\_\_\_\_

total square footage of area used for business \_\_\_\_\_

**CO-OWNER DETAILS**

<b>Name</b>	<b>Address</b>	<b>SIN</b>	<b>% Ownership</b>