

Client info	Input		Notes
Client description			Complete any applicable green cells
Tax year ended			
Currency			
GST / HST method			
GST / HST account			
GST / HST instalments paid			
GST or HST rate			
PST rate			

Business income and expenses	Input	Tabulations	Total	Notes
Income - GST / HST taxable		-	-	Please include sales taxes for all inputs
GST / HST collected	-		-	
Income - GST / HST exempt		-	-	
Other income		-	-	
COGS - opening balance			-	
COGS - purchases and costs		-	-	
(COGS - closing balance)			-	
Advertising		-	-	
Meals and entertainment (gross)		-	-	
Bad debts			-	
Insurance			-	
Interest		-	-	
Business fees, licenses, etc.		-	-	
Office expenses		-	-	
Supplies		-	-	
Professional fees			-	
Management and administration			-	
Rent		-	-	
Maintenance and repairs		-	-	
Salaries, wages, and benefits		-	-	
Property taxes			-	
Travel		-	-	
Telephone and utilities		-	-	
Fuel costs (not for motor vehicles)			-	
Delivery, freight, and express		-	-	
Private health plan premiums			-	
Other expenses		-	-	
Other expenses		-	-	
Other expenses			-	
Other expenses			-	
Other expenses			-	
Other expenses			-	
Other expenses			-	

Share of net income (loss)	100.00%		
Taxpayer's GST/HST/QST rebates received			
(Taxpayer's meals and entertainment - gross)			
(Taxpayer's other expenses)			

Vehicle 1	Input	Tabulations	Total	Notes
Description				
Date of acquisition / disposition				
Price				
MSRP				
Business kilometres				
Total kilometres				
Fuel and oil		-	-	Please include sales taxes for all inputs
Interest			-	
Insurance			-	
Licensing and registration			-	
Maintenance and repairs		-	-	
Leasing			-	
Other expenses		-	-	
Other expenses		-	-	
Parking		-	-	
Other expenses			-	

Vehicle 2	Input	Tabulations	Total	Notes
Description				
Date of acquisition / disposition				
Price				
MSRP				
Business kilometres				
Total kilometres				
Fuel and oil				Please include sales taxes for all inputs
Interest				
Insurance				
Licensing and registration				
Maintenance and repairs				
Leasing				
Other expenses				
Other expenses				
Parking				
Other expenses				

Home office	Input	Tabulations	Total	Notes
Description				
Business area				
Total area				
Heat		-	-	Please include sales taxes for all inputs
Electricity		-	-	
Insurance			-	
Maintenance		-	-	
Mortgage interest			-	
Property taxes			-	
Other expenses		-	-	

Capital assets	Input	Tabulations	Total	Notes
Furniture and fixtures				Please include sales taxes for all inputs
Office equipment				
Small tools				
Machinery				
Network equipment				
Computer equipment				

