

Client description  
 T2125 Worksheet  
 Prepared by Tax Templates Inc. Demo

∞ - Worksheet guide  
 ∞ - Completion guide  
 Updated February 2021

Prepared	Name	Date
Reviewed		
Approved		

- ∞ - Top
- ∞ - Motor vehicle expenses
- ∞ - Home office, capital assets
- ∞ - Client description

Specify tax year ended										
Tax year ended	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Sales taxes										
GST / HST rate										
PST rate										
Notes and calcs										

Specify tax year ended										
Client description	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business or professional income										
Income - GST / HST taxable							∞ -	-	-	-
Income - GST / HST exempt								-		
Other income							∞ -	-	-	-
COGS - opening balance								-		
COGS - purchases and costs							∞ -	-	-	-
COGS - purchases and costs								-	-	-
COGS - purchases and costs								-	-	-
COGS - purchases and costs								-	-	-
(COGS - closing balance)								-		
Inclusion from quick method		-	-					-		
GST / HST collected on capital assets									-	∞
Gross income							8299 / 8519	-		-

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Specify tax year ended										
Client description Expenses	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Advertising							∞ -	-	-	-
Meals and entertainment - gross							∞ -	-	-	-
Bad debts								-	-	-
Insurance							∞ -	-	-	-
Interest							∞ -	-	-	-
Business fees, licences, 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							∞ -	-	-	-
Motor vehicle expenses								9281	-	∞
CCA claimed on T2125								9936		∞
ITCs from capital assets										∞
Private health plan premiums							∞ -	-	-	-
Other expenses - with tabulations							∞ -	-	-	-
Other expenses - with tabulations							∞ -	-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Net income (loss) before adjustments							9369		-	
Share of net income (loss)								100.00%		
Taxpayer's net income (loss) before adjustments									-	
Taxpayer's GST/HST/QST rebates received							9974		-	
(Taxpayer's motor vehicle expenses)									-	∞
(Taxpayer's meals and entertainment - gross)									-	
(Taxpayer's other expenses)									-	
(Taxpayer's CCA claimed on T2125)									-	
(Taxpayer's business use of home)							9945		-	∞
Taxpayer's net income (loss)							9946		-	

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- ∞ - Top
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Specify tax year ended										
Vehicle 1	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business expenses										
Fuel and oil							∞ -	-	-	-
Interest								-	-	-
Insurance								-	-	-
Licensing and registration								-	-	-
Maintenance and repairs							∞ -	-	-	-
Leasing								-	-	-
Other expenses - with tabulations							∞ -	-	-	-
Other expenses								-	-	-
Business use		Business kilometres		Total kilometres				-	-	-
Parking							∞ -	-	-	-
Other expenses								-	-	-
Total								-	-	-

Mileage reasonability - maintenance records		Mileage reasonability - fuel expense	
Earliest date		Region	
Odometer		Fuel type	
Latest date		Average cost per litre of fuel	-
Odometer			
km / day	-	Fuel cost	-
Days	-	Litres of fuel	-
Total km	-	Litres / 100 km	∞
		Total km	-

Notes and calcs	

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- ∞ - Top
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Specify tax year ended										
Vehicle 2	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business expenses										
Fuel and oil								-	-	-
Interest								-	-	-
Insurance								-	-	-
Licensing and registration								-	-	-
Maintenance and repairs								-	-	-
Leasing								-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Business use		Business kilometres		Total kilometres				-	-	-
Parking								-	-	-
Other expenses								-	-	-
Total								-	-	-

Mileage reasonability - maintenance records		Mileage reasonability - fuel expense	
Earliest date		Region	
Odometer		Fuel type	
Latest date		Average cost per litre of fuel	-
Odometer			
km / day	-	Fuel cost	-
Days	-	Litres of fuel	-
Total km	-	Litres / 100 km	∞
		Total km	-

Notes and calcs	

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Specify tax year ended										
Vehicle 3	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business expenses										
Fuel and oil								-	-	-
Interest								-	-	-
Insurance								-	-	-
Licensing and registration								-	-	-
Maintenance and repairs								-	-	-
Leasing								-	-	-
Other expenses								-	-	-
Other expenses								-	-	-
Business use		Business kilometres		Total kilometres				-	-	-
Parking								-	-	-
Other expenses								-	-	-
Total								-	-	-

Mileage reasonability - maintenance records		Mileage reasonability - fuel expense	
Earliest date		Region	
Odometer		Fuel type	
Latest date		Average cost per litre of fuel	-
Odometer			
km / day	-	Fuel cost	-
Days	-	Litres of fuel	-
Total km	-	Litres / 100 km	∞
		Total km	-

Notes and calcs	

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Specify tax year ended											
Home office Business expenses	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞	
Heat							∞ -	-	-	-	
Electricity							∞ -	-	-	-	
Insurance								-	-	-	
Maintenance							∞ -	-	-	-	
Mortgage interest								-	-	-	
Property taxes								-	-	-	
Other expenses - with tabulations							∞ -	-	-	-	
Business use		Business area			Total area				-	-	
Total									-	-	-

Notes and calcs	

Specify tax year ended										
Asset	Ref	Notes and calcs	Class	Acquisition (disposition) value	Business use	Sales tax period or region	T2125 total	GST / HST	∞	
Furniture and fixtures			8		100.00%	Column 1	-	-	-	
Office equipment			8		100.00%	Column 1	-	-	-	
Small tools			12		100.00%	Column 1	-	-	-	
Machinery			43		100.00%	Column 1	-	-	-	
Network equipment			46		100.00%	Column 1	-	-	-	
Computer equipment			50		100.00%	Column 1	-	-	-	

Specify tax year ended										
Asset	Ref	Notes and calcs	Class	Business use	Applicable HST or GST rate	CCA from T2125	GST / HST	∞		
Vehicle 1			10	-	∞		-	-		
Vehicle 2			10	-	∞		-	-		
Vehicle 3			10	-	∞		-	-		

Specify tax year ended								
Client description Business or professional income	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs
Income - GST / HST taxable	-	-	-	-	-	-	-	
Income - GST / HST exempt	-	-	-	-	-	-	-	
Other income	-	-	-	-	-	-	-	
COGS - opening balance	-	-	-	-	-	-	-	
COGS - purchases and costs	-	-	-	-	-	-	-	
COGS - purchases and costs	-	-	-	-	-	-	-	
COGS - purchases and costs	-	-	-	-	-	-	-	
COGS - purchases and costs (COGS - closing balance)	-	-	-	-	-	-	-	
Inclusion from quick method	-	-	-	-	-	-	-	
Gross income	-		-		-		-	

Specify tax year ended								
Client description Business or professional income	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs
Advertising	-	-	-	-	-	-	-	
Meals and entertainment - gross	-	-	-	-	-	-	-	
Bad debts	-	-	-	-	-	-	-	
Insurance	-	-	-	-	-	-	-	
Interest	-	-	-	-	-	-	-	
Business fees, licences, 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	-	-	-	-	-	-	-	
Motor vehicle expenses	-	-	-	-	-	-	-	
CCA claimed on T2125	-	-	-	-	-	-	-	
Private health plan premiums	-	-	-	-	-	-	-	
Other expenses - with tabulations	-	-	-	-	-	-	-	
Other expenses - with tabulations	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Net income (loss) before adjustments	-	-	-	-	-	-	-	
Share of net income (loss)	100.00%		100.00%		100.00%		100.00%	
Taxpayer's net income (loss) before adjustments	-	-	-	-	-	-	-	
Taxpayer's GST/HST/QST rebates received	-	-	-	-	-	-	-	
(Taxpayer's motor vehicle expenses)	-	-	-	-	-	-	-	
(Taxpayer's meals and entertainment - gross)	-	-	-	-	-	-	-	
(Taxpayer's other expenses)	-	-	-	-	-	-	-	
(Taxpayer's CCA claimed on T2125)	-	-	-	-	-	-	-	
(Taxpayer's business use of home)	-	-	-	-	-	-	-	
Taxpayer's net income (loss)	-	-	-	-	-	-	-	



Specify tax year ended											
Vehicle 1	CAD		Adjustment		Net CAD		Forex	Adjustment		Net	Notes and calcs
Fuel and oil	-	-	-	-	-	-	-	-	-	-	
Interest	-	-	-	-	-	-	-	-	-	-	
Insurance	-	-	-	-	-	-	-	-	-	-	
Licensing and registration	-	-	-	-	-	-	-	-	-	-	
Maintenance and repairs	-	-	-	-	-	-	-	-	-	-	
Leasing	-	-	-	-	-	-	-	-	-	-	
Other expenses - with tabulations	-	-	-	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	-	-	-	
Business use	-				-					-	
Parking	-	-	-	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	-	-	-	
Total	-				-		-			-	
Notes and calcs						Notes and calcs					

Specify tax year ended									
Vehicle 2	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs	
Fuel and oil	-	-	-	-	-	-	-		
Interest	-	-	-	-	-	-	-		
Insurance	-	-	-	-	-	-	-		
Licensing and registration	-	-	-	-	-	-	-		
Maintenance and repairs	-	-	-	-	-	-	-		
Leasing	-	-	-	-	-	-	-		
Other expenses	-	-	-	-	-	-	-		
Other expenses	-	-	-	-	-	-	-		
Business use	-		-		-		-		
Parking	-	-	-	-	-	-	-		
Other expenses	-	-	-	-	-	-	-		
Total	-		-	-	-		-		
Notes and calcs				Notes and calcs					

Specify tax year ended

Vehicle 3	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs
Fuel and oil	-	-	-	-	-	-	-	
Interest	-	-	-	-	-	-	-	
Insurance	-	-	-	-	-	-	-	
Licensing and registration	-	-	-	-	-	-	-	
Maintenance and repairs	-	-	-	-	-	-	-	
Leasing	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Business use	-		-		-		-	
Parking	-	-	-	-	-	-	-	
Other expenses	-	-	-	-	-	-	-	
Total	-		-	-	-		-	
	Notes and calcs			Notes and calcs				

Specify tax year ended								
Home office	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs
Heat	-	-	-	-	-	-	-	
Electricity	-	-	-	-	-	-	-	
Insurance	-	-	-	-	-	-	-	
Maintenance	-	-	-	-	-	-	-	
Mortgage interest	-	-	-	-	-	-	-	
Property taxes	-	-	-	-	-	-	-	
Other expenses - with tabulations	-	-	-	-	-	-	-	
Business use	-		-		-		-	
Total	-		-	-	-		-	

Specify tax year ended								
Asset	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs
Furniture and fixtures	-	-	-	-	-	-	-	
Office equipment	-	-	-	-	-	-	-	
Small tools	-	-	-	-	-	-	-	
Machinery	-	-	-	-	-	-	-	
Network equipment	-	-	-	-	-	-	-	
Computer equipment	-	-	-	-	-	-	-	

Client description  
 GST-HST Worksheet  
 Prepared by Tax Templates Inc. Demo

Prepared	Name	Date
Reviewed		
Approved		

- ∞ - Reconciliation
- ∞ - Quick method rates
- ∞ - GST / HST return
- ∞ - Sales and other revenue

T2125 reconciliation			
Income - GST / HST taxable	-	-	∞
Income - GST / HST exempt	-	-	∞
Other income	-	-	∞
(Cost of goods sold)	8518	-	∞
Inclusion from quick method	-	-	∞
Adjusted gross income	8299 / 8519	-	∞
(Sales expenses)	8521 - 9275	-	∞
(Motor vehicle expenses)	9281	-	∞
(CCA claimed on T2125)	9936	-	∞
Net income (loss) before adjustments	9369	-	∞
Others' share of net income (loss)	-	-	∞
Taxpayer's GST/HST/QST rebates received	9974	-	∞
(Other adjustments)	9943	-	∞
(Taxpayer's business use of home)	9945	-	∞
Taxpayer's net income (loss)	9946	-	∞

Quick method calculations

∞ - RC4058 - Quick Method of Accounting for GST / HST

GST / HST on sales	Sales	Rate	Amount
Sales during - Column 1	- ∞		-
Sales during - Column 2	- ∞		-
Sales during - Column 3	- ∞		-
Sales during - Column 4	- ∞		-
Sales during - Column 5	- ∞		-
Sales during - Tabulations	- ∞		-
Total	-		-

Credit on eligible supplies	Sales	Rate	Amount
Sales during	-	-	-

Credit on 0% remittance rate	Sales	Rate	Amount
Sales during - Column 1	- ∞		-
Sales during - Column 2	- ∞		-
Sales during - Column 3	- ∞		-
Sales during - Column 4	- ∞		-
Sales during - Column 5	- ∞		-
Sales during - Tabulations	- ∞		-
Total	-		-

Notes

Client description  
 GST-HST Worksheet  
 Prepared by Tax Templates Inc. Demo

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- ∞ - Reconciliation
- ∞ - Quick method rates
- ∞ - GST / HST return
- ∞ - Sales and other revenue

Goods and Services Tax / Harmonized Sales Tax - GST / HST - Return				
Business number	Name	From	To	Calculation used
00000 0000 RT0001	Client description			Select on worksheet ∞
Sales and other revenue				
Taxable sales, including zero-rated supplies, made in Canada		90		-
Exempt supplies, zero-rated exports, and other sales and revenue		91		-
Adjustments				
Sales and other revenue		101		-
Associate's taxable sales, including zero-rated supplies, made in Canada		102		-
Net tax calculation				
GST / HST amounts collected or collectible				-
Adjustments				
Total GST / HST and adjustments for period		105		-
Input tax credits - ITCs				-
Adjustments				
Other adjustments				
Total ITCs and adjustments		108		-
Net tax		109		-
Other credits				
Instalment and other annual filer payments		110		-
GST / HST rebates		111		-
Total other credits				-
Net tax after total other credits				-
Other debits				
GST / HST due on acquisition of taxable real property		205		-
Other GST / HST to be self-assessed		405		-
Total other debits				-
Net tax after total other credits and debits				-
Final balance				
Refund claimed		114		-
Payment due		115		-

∞ - Top

	Specify tax year ended													
	Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest	Business fees, licences, etc.	Office expenses	Supplies	Rent	Maintenance and repairs	Salaries, wages, and benefits	
	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞
Jan 1														
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Feb 29														

∞ - Top

	Specify tax year ended													
	Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest	Business fees, licences, etc.	Office expenses	Supplies	Rent	Maintenance and repairs	Salaries, wages, and benefits	
	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞
Mar 1														
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∞ - Top

	Specify tax year ended													
	Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest	Business fees, licences, etc.	Office expenses	Supplies	Rent	Maintenance and repairs	Salaries, wages, and benefits	
	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞
May 1														
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∞ - Top

	Specify tax year ended													
	Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest	Business fees, licences, etc.	Office expenses	Supplies	Rent	Maintenance and repairs	Salaries, wages, and benefits	
	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞
Jul 1														
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	Specify tax year ended													
	Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest	Business fees, licences, etc.	Office expenses	Supplies	Rent	Maintenance and repairs	Salaries, wages, and benefits	
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	Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest	Business fees, licences, etc.	Office expenses	Supplies	Rent	Maintenance and repairs	Salaries, wages, and benefits	
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BRL	-	HKD	-	JPY	-	NOK	-	KRW	-	GBP	-

	Specify tax year ended					Vehicle 1				Home office			
	Travel	Telephone and utilities	Delivery, freight, and express	Other expenses - with tabulations	Other expenses - with tabulations	Fuel and oil	Maintenance and repairs	Other expenses - with tabulations	Parking	Heat	Electricity	Maintenance	Other expenses - with tabulations
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	Specify tax year ended				Vehicle 1				Home office				
	Travel	Telephone and utilities	Delivery, freight, and express	Other expenses - with tabulations	Other expenses - with tabulations	Fuel and oil	Maintenance and repairs	Other expenses - with tabulations	Parking	Heat	Electricity	Maintenance	Other expenses - with tabulations
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Travel	Specify tax year ended				Vehicle 1				Home office			
	Telephone and utilities	Delivery, freight, and express	Other expenses - with tabulations	Other expenses - with tabulations	Fuel and oil	Maintenance and repairs	Other expenses - with tabulations	Parking	Heat	Electricity	Maintenance	Other expenses - with tabulations
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	Specify tax year ended				Vehicle 1				Home office				
	Travel	Telephone and utilities	Delivery, freight, and express	Other expenses - with tabulations	Other expenses - with tabulations	Fuel and oil	Maintenance and repairs	Other expenses - with tabulations	Parking	Heat	Electricity	Maintenance	Other expenses - with tabulations
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