

Client description
 T2125 Worksheet
 By Tax Templates Inc. Demo

∞ - Worksheet guide
 ∞ - Worksheet support
 ∞ - Completion guide
 Updated January 2023

Prepared	Name	Date
Reviewed		
Approved		

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

2022 sales tax conditions										
Dec 31, 2022	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Sales taxes										
GST / HST rate									Calculation method	
PST rate									Simplified method	

Notes and calcs	

2022 gross income - include sales taxes										
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							∞ -	-	T	-
Income - GST / HST exempt								-		
Other income							∞ -	-	T	-
COGS - opening balance								-		
COGS - purchases and costs							∞ -	-	T	-
COGS - purchases and costs								-	T	-
COGS - purchases and costs								-	T	-
COGS - purchases and costs								-	T	-
(COGS - closing balance)								-		
Inclusion from quick method		-	-					-		
GST / HST collected on capital assets										∞
Gross income							8299 / 8519	-		-

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2022 sales expenses - include sales taxes

Client description Expenses	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Advertising							∞ -	-	T	-
Meals and entertainment - gross							∞ -	-	T	-
Bad debts								-	T	-
Insurance							∞ -	-	-	-
Interest and bank charges							∞ -	-	-	-
Business taxes, licences, and memberships							∞ -	-	T	-
Office expenses							∞ -	-	T	-
Office stationary and supplies							∞ -	-	T	-
Professional fees								-	T	-
Management and administration fees								-	T	-
Rent							∞ -	-	T	-
Repairs and maintenance							∞ -	-	T	-
Salaries, wages, and benefits							∞ -	-	-	-
Property taxes								-	-	-
Travel expenses							∞ -	-	T	-
Utilities							∞ -	-	T	-
Fuel costs - except for motor vehicles								-	T	-
Delivery, freight, and express							∞ -	-	T	-
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	-		

Prepared	Name	Date
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- ∞ - Top
- ∞ - Motor vehicle expenses
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2022 motor vehicle expenses - Vehicle 1 - include sales taxes

Vehicle 1	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business expenses										
Fuel and oil							∞ -	-	T	-
Interest								-	-	-
Insurance								-	-	-
Licensing and registration								-	-	-
Maintenance and repairs							∞ -	-	T	-
Leasing								-	T	-
Electricity for zero-emission vehicles								-	T	-
Other expenses - with tabulations							∞ -	-	-	-
Other expenses								-	-	-
Business use		Business kilometres			Total kilometres			-		-
Parking							∞ -	-	T	-
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	

Prepared	Name	Date
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- ∞ - Top
- ∞ - Motor vehicle expenses
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2022 motor vehicle expenses - Vehicle 2 - include sales taxes

Vehicle 2	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business expenses										
Fuel and oil								-	T	-
Interest								-	-	-
Insurance								-	-	-
Licensing and registration								-	-	-
Maintenance and repairs								-	T	-
Leasing								-	T	-
Electricity for zero-emission vehicles								-	T	-
Other expenses								-	-	-
Other expenses								-	-	-
Business use		Business kilometres			Total kilometres			-		-
Parking								-	T	-
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	

Prepared	Name	Date
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- ∞ - Top
- ∞ - Motor vehicle expenses
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2022 motor vehicle expenses - Vehicle 3 - include sales taxes

Vehicle 3	Ref	Column 1	Column 2	Column 3	Column 4	Column 5	Tabulations	T2125 total	GST / HST	∞
Business expenses										
Fuel and oil								-	T	-
Interest								-	-	-
Insurance								-	-	-
Licensing and registration								-	-	-
Maintenance and repairs								-	T	-
Leasing								-	T	-
Electricity for zero-emission vehicles								-	T	-
Other expenses								-	-	-
Other expenses								-	-	-
Business use		Business kilometres		Total kilometres				-		-
Parking								-	T	-
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	

Prepared	Name	Date
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- ∞ - Top
- ∞ - Motor vehicle expenses
- ∞ - Home office, capital assets
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2022 business use of home expenses - include sales taxes

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	

2022 capital assets - include sales taxes

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	-	T	-
Office equipment			8		100.00%	Column 1	-	T	-
Small tools			12		100.00%	Column 1	-	T	-
Machinery			43		100.00%	Column 1	-	T	-
Network equipment			46		100.00%	Column 1	-	T	-
Computer equipment			50		100.00%	Column 1	-	T	-

2022 allowable motor vehicle ITCs based on CCA

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	-	∞		-	-

2022 gross income - include sales taxes								
Client description Business or professional income	CAD	Adjustment	Net CAD	Forex	USD	Adjustment	Net USD	Notes and calcs
Income - GST / HST taxable	-	-	-	0.768482	-	-	-	
Income - GST / HST exempt	-	-	-	0.768482	-	-	-	
Other income	-	-	-	0.768482	-	-	-	
COGS - opening balance	-	-	-		-	-	-	
COGS - purchases and costs	-	-	-	0.768482	-	-	-	
COGS - purchases and costs	-	-	-	0.768482	-	-	-	
COGS - purchases and costs	-	-	-	0.768482	-	-	-	
COGS - purchases and costs	-	-	-	0.768482	-	-	-	
(COGS - closing balance)	-	-	-	0.768482	-	-	-	
Inclusion from quick method	-	-	-	0.768482	-	-	-	
Gross income	-		-		-		-	

2022 sales expenses - include sales taxes								
Client description Business or professional income	CAD	Adjustment	Net CAD	Forex		Adjustment	Net	Notes and calcs
Advertising	-	-	-	0.768482	-	-	-	
Meals and entertainment - gross	-	-	-	0.768482	-	-	-	
Bad debts	-	-	-	0.768482	-	-	-	
Insurance	-	-	-	0.768482	-	-	-	
Interest and bank charges	-	-	-	0.768482	-	-	-	
Business taxes, licences, and memberships	-	-	-	0.768482	-	-	-	
Office expenses	-	-	-	0.768482	-	-	-	
Office stationary and supplies	-	-	-	0.768482	-	-	-	
Professional fees	-	-	-	0.768482	-	-	-	
Management and administration fees	-	-	-	0.768482	-	-	-	
Rent	-	-	-	0.768482	-	-	-	
Repairs and maintenance	-	-	-	0.768482	-	-	-	
Salaries, wages, and benefits	-	-	-	0.768482	-	-	-	
Property taxes	-	-	-	0.768482	-	-	-	
Travel expenses	-	-	-	0.768482	-	-	-	
Utilities	-	-	-	0.768482	-	-	-	
Fuel costs - except for motor vehicles	-	-	-	0.768482	-	-	-	
Delivery, freight, and express	-	-	-	0.768482	-	-	-	
Motor vehicle expenses	-	-	-	0.768482	-	-	-	
CCA claimed on T2125	-	-	-	0.768482	-	-	-	
Private health plan premiums	-	-	-	0.768482	-	-	-	
Other expenses - with tabulations	-	-	-	0.768482	-	-	-	
Other expenses - with tabulations	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Net income (loss) before adjustments	-		-	0.768482	-		-	
Share of net income (loss)	100.00%		100.00%		100.00%		100.00%	
Taxpayer's net income (loss) before adjustments	-		-	0.768482	-		-	
Taxpayer's GST/HST/QST rebates received	-	-	-	0.768482	-	-	-	
(Taxpayer's motor vehicle expenses)	-		-	0.768482	-		-	
(Taxpayer's meals and entertainment - gross)	-	-	-	0.768482	-	-	-	
(Taxpayer's other expenses)	-	-	-	0.768482	-	-	-	
(Taxpayer's CCA claimed on T2125)	-	-	-	0.768482	-	-	-	
(Taxpayer's business use of home)	-		-	0.768482	-		-	
Taxpayer's net income (loss)	-		-	0.768482	-		-	

2022 motor vehicle expenses - Vehicle 1 - include sales taxes

Vehicle 1	CAD	Adjustment	Net CAD	Forex	USD	Adjustment	Net USD	Notes and calcs
Fuel and oil	-	-	-	0.768482	-	-	-	
Interest	-	-	-	0.768482	-	-	-	
Insurance	-	-	-	0.768482	-	-	-	
Licensing and registration	-	-	-	0.768482	-	-	-	
Maintenance and repairs	-	-	-	0.768482	-	-	-	
Leasing	-	-	-	0.768482	-	-	-	
Electricity for zero-emission vehicles	-	-	-	0.768482	-	-	-	
Other expenses - with tabulations	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Business use	-		-		-		-	
Parking	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Total	-		-	0.768482	-		-	
	Notes and calcs				Notes and calcs			

2022 motor vehicle expenses - Vehicle 2 - include sales taxes

Vehicle 2	CAD	Adjustment	Net CAD	Forex	USD	Adjustment	Net USD	Notes and calcs
Fuel and oil	-	-	-	0.768482	-	-	-	
Interest	-	-	-	0.768482	-	-	-	
Insurance	-	-	-	0.768482	-	-	-	
Licensing and registration	-	-	-	0.768482	-	-	-	
Maintenance and repairs	-	-	-	0.768482	-	-	-	
Leasing	-	-	-	0.768482	-	-	-	
Electricity for zero-emission vehicles	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Business use	-		-		-		-	
Parking	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Total	-		-	0.768482	-		-	

Notes and calcs

Notes and calcs

2022 motor vehicle expenses - Vehicle 3 - include sales taxes

Vehicle 3	CAD	Adjustment	Net CAD	Forex	USD	Adjustment	Net USD	Notes and calcs
Fuel and oil	-	-	-	0.768482	-	-	-	
Interest	-	-	-	0.768482	-	-	-	
Insurance	-	-	-	0.768482	-	-	-	
Licensing and registration	-	-	-	0.768482	-	-	-	
Maintenance and repairs	-	-	-	0.768482	-	-	-	
Leasing	-	-	-	0.768482	-	-	-	
Electricity for zero-emission vehicles	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Business use	-		-		-		-	
Parking	-	-	-	0.768482	-	-	-	
Other expenses	-	-	-	0.768482	-	-	-	
Total	-		-	0.768482	-		-	

Notes and calcs

Notes and calcs

2022 business use of home expenses - include sales taxes

Home office	CAD	Adjustment	Net CAD	Forex	USD	Adjustment	Net USD	Notes and calcs
Heat	-	-	-	0.768482	-	-	-	
Electricity	-	-	-	0.768482	-	-	-	
Insurance	-	-	-	0.768482	-	-	-	
Maintenance	-	-	-	0.768482	-	-	-	
Mortgage interest	-	-	-	0.768482	-	-	-	
Property taxes	-	-	-	0.768482	-	-	-	
Other expenses - with tabulations	-	-	-	0.768482	-	-	-	
Business use	-		-		-		-	
Total	-		-	0.768482	-		-	

2022 capital assets - include sales taxes

Asset	CAD	Adjustment	Net CAD	Forex	USD	Adjustment	Net USD	Notes and calcs
Furniture and fixtures	-	-	-	0.768482	-	-	-	
Office equipment	-	-	-	0.768482	-	-	-	
Small tools	-	-	-	0.768482	-	-	-	
Machinery	-	-	-	0.768482	-	-	-	
Network equipment	-	-	-	0.768482	-	-	-	
Computer equipment	-	-	-	0.768482	-	-	-	

Client description
 GST-HST Worksheet
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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 2022 - Column 1	- ∞		-
Sales during 2022 - Column 2	- ∞		-
Sales during 2022 - Column 3	- ∞		-
Sales during 2022 - Column 4	- ∞		-
Sales during 2022 - Column 5	- ∞		-
Sales during 2022 - Tabulations	- ∞		-
Total	-		-

Credit on eligible supplies	Sales	Rate	Amount
Sales during 2022	-	-	-

Credit on 0% remittance rate	Sales	Rate	Amount
Sales during 2022 - Column 1	- ∞		-
Sales during 2022 - Column 2	- ∞		-
Sales during 2022 - Column 3	- ∞		-
Sales during 2022 - Column 4	- ∞		-
Sales during 2022 - Column 5	- ∞		-
Sales during 2022 - Tabulations	- ∞		-
Total	-		-

Notes

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

2022 Goods and Services Tax / Harmonized Sales Tax - GST / HST - Return

Business number	Name	From	To	Calculation used
00000 0000 RT0001	Client description	Jan 1, 2022	Dec 31, 2022	Simplified method ∞

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

2022 gross income - include sales taxes														
Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest and bank charges	Business taxes, licences, and memberships	Office expenses	Office stationary and supplies	Rent	Repairs and maintenance	Salaries, wages, and benefits		
- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞
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Feb 27														
Feb 28														
Feb 29														

∞ - Top

2022 gross income - include sales taxes														
Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest and bank charges	Business taxes, licences, and memberships	Office expenses	Office stationary and supplies	Rent	Repairs and maintenance	Salaries, wages, and benefits		
- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞	- ∞
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Apr 28														
Apr 29														
Apr 30														

∞ - Top

2022 gross income - include sales taxes														
Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest and bank charges	Business taxes, licences, and memberships	Office expenses	Office stationary and supplies	Rent	Repairs and maintenance	Salaries, wages, and benefits		
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May 2														
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2022 gross income - include sales taxes														
Income - GST / HST taxable	Other income	COGS - purchases and costs	Advertising	Meals and entertainment - gross	Insurance	Interest and bank charges	Business taxes, licences, and memberships	Office expenses	Office stationary and supplies	Rent	Repairs and maintenance	Salaries, wages, and benefits		
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2022 annual forex rates											
USD	1.301267	CNY	0.193511	SGD	0.943767	MXN	0.064718	RUB	0.019372	SEK	0.128926
AUD	0.903394	EUR	1.369627	INR	0.016563	NZD	0.826662	ZAR	0.079735	CHF	1.362918
BRL	0.252453	HKD	0.166179	JPY	0.009944	NOK	0.135694	KRW	0.001009	GBP	1.607592

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2022 gross income - include sales taxes					Vehicle 1				Home office			
Travel expenses	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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2022 gross income - include sales taxes					Vehicle 1				Home office			
Travel expenses	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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2022 gross income - include sales taxes					Vehicle 1				Home office			
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2022 gross income - include sales taxes					Vehicle 1				Home office			
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