

First name _____ Last name _____ Contact phone# _____

Business name _____

Has business registered HST? Yes ___ No ___ What is HST # _____ RT 000_

Was HST # registered in the tax year? Yes ___ No ___ If yes, the date registration was effective _____

Total income for the tax year \$ _____ Is HST included in income? Yes ___ No ___

List major business activities? _____

Business Expenses

Split all business related receipts for the tax year into the groups listed below. Calculate total for each group and put TOTAL in corresponding line. Complete the form, review all numbers for accuracy and submit.

Advertising	
Meal and Entertainment	
Business Insurance	
Interest and bank fees	
Licenses, dues, membership and subscription	
Office expenses	
Computer-related expenses	
Supplies	
Legal, accounting and other professional Fees	
Management and administration fees	
Rent of office (outside of home)	
Repairs & Maintenance	
Salary, wages, sub-contractors and benefits	
Business Travel (transportation and accommodation)	
Telephone	
Fuel cost (except for motor vehicle)	
Delivery, freight and postage	
Internet	
Small tools	
Uniform	
Promotion	
Convention Fee	

Motor vehicle expenses:	
Name of vehicle	
Number of km drove in the tax year	
Number of km drove to earn business income	
Fuel	
Insurance	
License plate sticker	
Vehicle maintenance and repair	
Annual leasing charges	
Parking	
407ETR & Tolls	
If vehicle purchased in the year – cost before taxes	
Purchase date	
Home office	
Total area of home	
Area of home used for business	
Total of the heating bills paid	
Total of the hydro bills paid	
Total of the water bills paid	
Home insurance	
Maintenance	
Rent or Interest on Mortgage	
Property taxes	
Other Expenses (specify):	

Please include any other information that could be relevant to the preparation of the tax return

Call Natasha at **416-736-0148** to get answers on your questions or e-mail at info@gtatax.ca