



**Summary of Unincorporated Business's Activities for the Year:**

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Owner's Name(s):

Business Name:

Nature of Business:

Business Address:


Contact Info.:

Home	Work
Cell	E-mail

Sole Proprietor

Partner <input type="checkbox"/>	%	Partner Name:
Partner <input type="checkbox"/>	%	Partner Name:

Federal Business Number (HST Reg. Number) if applicable:


Are We to Complete HST Remittance Form(s)? Yes  No  If yes, please include your HST Form(s)

If No, Please Include Copies of HST Remittance Forms You Have Submitted to CRA (if applicable) This Year.

**Sales, Commissions or Fees (Business Income)**

Type of Business Income	Total Business Income (Include HST if Applicable)	HST Collected (if Applicable)	Net Sales (excluding HST)
	\$ -	\$ -	\$ -

**Returns, Allowances and Discounts (Complete ONLY if Included in Business Income Above)**

Type of Return/Allow/Disc.	Total (including HST)	HST Collected (if Applicable)	Total Net Returns/Allow/Disc. (excluding HST)
	\$ -	\$ -	\$ -

**Home Office Expenses (include HST where applicable)**

Area of Home Used for Business (in square feet/metres )	\$
Total Area of Home (in square feet/metres)	\$
Heat	\$
Electricity	\$
Water/Sewer (if applicable)	\$
Insurance (Homeowner's or Tennant's)	\$
General Maintenance & Repairs	\$
Mortgage Interest--Please include Mortgage Statement	\$
Property Taxes Paid--Please include Tax Bill	\$
Rent (if Home is Rented)	\$

## Business Expenses

NOTE: Complete "HST Paid" column ONLY if you have a HST Registration Number (BN)

If you do not have a HST Registration Number; we do not require the "Net Paid" amount

If you are completing this form in Excell; spreadsheet will calculate "Net Paid" when you enter "HST Paid"

Cost of Goods Sold (COGS)	Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
<b>Opening Inventory</b> (including raw materials, goods in process, finished goods, goods ready for sale, and packaging)			\$ -
<b>Purchases</b> (including raw materials, goods in process, finished goods, goods ready for sale, and packaging)			\$ -
<b>Subcontracting Expenses</b>			\$ -
<b>Closing Inventory</b> (including raw materials, goods in process, finished goods, goods ready for sale, and packaging)			\$ -
<b>COGS</b>	\$ -	\$ -	\$ -

Business Expenses	Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
<b>Advertising/Promotion</b>			\$ -
<b>Bad Debts</b>			\$ -
<b>Business Tax, Fees, Licences, Dues, Memberships &amp; Subscriptions</b>			\$ -
<b>Delivery &amp; Freight</b>			\$ -
<b>Insurance</b> (do not include Life, Health or Vehicle Insurance or amount for Home Office)			\$ -
<b>Interest and Bank Charges</b>			\$ -
<b>Maintenance &amp; Repairs</b> (do not include amount for Home Office)			\$ -
<b>Management &amp; Administration Fees</b>			\$ -
<b>Meals &amp; Entertainment</b> (total amount for year, we will calculate allowable portion)			\$ -
<b>Office Expenses</b>			\$ -
<b>Legal, Accounting, and other Professional Fees</b>			\$ -
<b>Property Taxes</b> (do not include amount for Home Office)			\$ -
<b>Rent</b> (do not include amount for Home Office)			\$ -
<b>Salaries, Wages and Benefits</b>			\$ -
<b>Supplies</b> (do not include any items that are part of COGS above)			\$ -
<b>Travel--Accommodations, Air/Train Fares, etc.</b> (do not include Vehicle Costs)			\$ -
<b>Telephone, Cell Phone</b>			\$ -
<b>Internet Service</b>			\$ -
<b>Utilities</b> (do not include amount for Home Office)			\$ -
<b>Convention Fees</b>			\$ -
<b>Private Health Services Plan Premiums</b>			\$ -
<b>Other Expenses</b> (please specify)			\$ -
<b>Other Expenses</b> (please specify)			\$ -
<b>Total Business Expenses</b>	\$ -	\$ -	\$ -

## Motor Vehicle Expenses

### IMPORTANT!

If You Leased or Purchased a New or Used Vehicle(s) During the Year, Please Provide a Copy of the Lease, Loan and Purchase Agreement(s)

If You are a New Client, Please Include Copies of any Existing Vehicle Lease, Loan, and Purchase Agreement(s)

**Note: Parking Tickets and Traffic Fines are NOT allowable business expenses**

<b>Vehicle 1</b>	The following information relates <b>ONLY</b> to this vehicle.		
Description of Vehicle:			Own <input type="checkbox"/> Lease <input type="checkbox"/>
KM Driven in the Year to Earn Business Income		<b>TOTAL</b> KM Driven in the Year	
<b>Total Annual Vehicle Expenses for Vehicle 1</b> (include personal and business portions)	Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Fuel (gasoline, propane)			\$ -
Maintenance & Repairs			\$ -
Insurance			\$ -
License and Registration			\$ -
Interest on Vehicle Loan			\$ -
Lease Payments			\$ -
<b>Total Vehicle Expenses</b>		\$ -	\$ -

**Other Vehicle Related Expenses:**

Parking Charges			\$ -
Tolls			\$ -
<b>Total Vehicle Related Expenses</b>		\$ -	\$ -

Did You Sell or Trade-in This Vehicle During the Year? No  Yes  If yes, complete line(s) below

Trade in Amount Received:	If Sold, the Amount Received for Vehicle:
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<b>Vehicle 2</b>	The following information relates <b>ONLY</b> to this vehicle.		
Description of Vehicle:			Own <input type="checkbox"/> Lease <input type="checkbox"/>
KM Driven in the Year to Earn Business Income		<b>TOTAL</b> KM Driven in the Year	
<b>Total Annual Vehicle Expenses for Vehicle 2</b> (include personal and business portions)	Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Fuel (gasoline, propane)			\$ -
Maintenance & Repairs			\$ -
Insurance			\$ -
License and Registration			\$ -
Interest on Vehicle Loan			\$ -
Lease Payments			\$ -
<b>Total Vehicle Expenses</b>		\$ -	\$ -

**Other Vehicle Related Expenses:**

Parking Charges			\$ -
Tolls			\$ -
<b>Total Vehicle Related Expenses</b>		\$ -	\$ -

Did You Sell or Trade-in this Vehicle During the Year? No  Yes  If yes, complete line(s) below

Trade in Amount Received:	If Sold, the Amount Received for Vehicle:
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## Capital Assets

Include Only Those Items Purchased During the Year Whose Cost (before taxes) was \$500.00 or More

If the item's cost was below \$500, include as an expense in the appropriate category on previous page

Furniture & Fixtures		Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Item(s)				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Furniture &amp; Fixtures Total</b>		\$ -	\$ -	\$ -

Computer		Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Item(s)				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Computer Total</b>		\$ -	\$ -	\$ -

Equipment		Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Item(s)				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Equipment Total</b>		\$ -	\$ -	\$ -

Vehicle(s) -- Include copy of Purchase Agreement		Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Item(s)				\$ -
				\$ -
				\$ -
<b>Vehicle Total</b>		\$ -	\$ -	\$ -

Other Assets		Total Paid Including HST	HST Paid (enter only if HST Reg.)	Net Paid (excluding HST)
Item(s)				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Other Assets Total</b>		\$ -	\$ -	\$ -