

WORKSHEET FOR NETWORK MARKETING

NAME _____ YEAR _____

| INCOME | Amount |
|---|--------|
| SALES REVENUE, FEES. It is the taxpayer's responsibility to track & report all sources of income. This is the gross cash inflow from your clients or customers. | |
| SAMPLES Products purchased for display, demonstration or customer use | |
| ADVERTISING | |
| MEALS & ENTERTAINMENT Total dollars spent taking clients or potential clients out to Lunch / Dinner. You must keep an accurate record of your receipts with the potential client's name on the back of the receipt. | |
| INSURANCE Insurance paid for your business only. This does not include home or auto or life insurance. | |
| INTEREST Only interest paid on business debt is allowed (not personal debt or mortgages). | |
| DUES, LICENSES, MEMBERSHIPS, SUBSCRIPTIONS | |
| OFFICE EXPENSES This is a catch all account and includes all miscellaneous expenses of the business which don't fit in any other category. | |
| OFFICE SUPPLIES | |
| ACCOUNTING & LEGAL FEES Total legal and accounting fees paid | |
| RENT/LEASING Rent paid for office or warehouse space for the year. | |
| SALARIES & BENEFITS If you paid more than \$750 to any one person you will have to issue T4s. | |
| PHONE/CELL Include long distance used for the BUSINESS and if you have a dedicated line include the rental charges. A portion of your cell phone is allowed. | |
| TRAVEL All travel expenses which are directly related to the business | |
| CAPITAL EXPENDITURES These are items that have a useful life of more than a year and cost more than \$250 (ie desks,computer etc) | |



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AUTOMOBILE EXPENSES

Automobile expenses must be tracked very carefully in order to deduct the business portion.
 TIP: Why do I want to track this? Because it increases your tax loss & increases your refund!

| | Amount |
|--|--------|
| BUSINESS KILOMETRES This is the total number of kilometers you drove for business in the year. | |
| TOTAL KILOMETRES This is the total number of kilometers you drove in the year. | |
| GAS | |
| REPAIRS | |
| INSURANCE | |
| CAR LOAN OR LEASE PAYMENT | |
| PARKING/407 ETR/AUTO CLUB | |
| | |

SMALL BUSINESSES FROM HOME OFFICE EXPENSES

Please note that if this your first year of operation you will have to prorate all home office expenses for the part of the year. Only claim from the month you started.

| | Amount |
|--|--------|
| SQUARE FOOTAGE USED FOR HOME OFFICE This is exclusively for your office space. | |
| TOTAL SQUARE FOOTAGE OF HOUSE This does not include the basement. | |
| | |
| HEAT Total for the year. | |
| ELECTRICITY Total for the year | |
| INSURANCE Total for the year | |
| MAINTENANCE Total for the year | |
| MORTGAGE INTEREST Total for the year | |
| PROPERTY TAXES Total for the year | |
| | |



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