

FARM WORKSHEET

LAST NAME	FIRST NAME	TAX YEAR YYYY
ARE YOU REGISTERED FOR HST? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PROVIDE NUMBER _____		

INCOME	AMOUNT Not including HST	HST Received	TOTAL Including HST
SALES OF LIVESTOCK OR PRODUCT It is the taxpayer's responsibility to track & report all sources of income.	\$	\$	\$
IF YOUR SALES EXCEED \$30,000. YOU ARE REQUIRED TO REGISTER FOR HST PLEASE REGISTER MY BUSINESS FOR HST *Additional Charges Apply YES <input type="checkbox"/> NO <input type="checkbox"/>			

BUSINESS EXPENSES	*Only Required if you are registered for HST		
	AMOUNT Not including HST	HST Paid	TOTAL Including HST
ADVERTISING – Total amount spent on advertising.	\$	\$	\$
MEALS & ENTERTAINMENT	\$	\$	\$
INSURANCE – Total insurance paid for your farm only. This does not include home or auto.	\$	\$	\$
PESTICIDES	\$	\$	\$
SEEDS & PLANTS	\$	\$	\$
LIVESTOCK PURCHASED	\$	\$	\$
VETERINARY EXPENSES	\$	\$	\$
MACHINERY EXPENSES	\$	\$	\$
BUILDING & FENCE REPAIRS	\$	\$	\$
SMALL TOOLS	\$	\$	\$
INTEREST– Total for the year. This expense must be carefully documented and is only for interest incurred on farm debt (not personal debt or mortgages).	\$	\$	\$
OFFICE EXPENSES – Includes expenses of the farm which DO NOT fit in any other category listed here.	\$	\$	\$
ACCOUNTING & LEGAL FEES – Total fees paid.	\$	\$	\$
RENT/LEASING – Rent paid for storage or land for the year.	\$	\$	\$
SALARIES & BENEFITS – If you paid more than \$750 to any one person you will have to issue T4s.	\$	\$	\$



BRIAN PETERSEN
 MBA, CPA, CMA, CFP
 TAX SERVICES YOU CAN TRUST

21-73 Wilson Street West, Ancaster, Ontario L9G 1N1
 905.648.8656 | office@bptax.ca | www.bptax.ca

BUSINESS EXPENSES Continued

	AMOUNT Not including HST	HST Paid	TOTAL Including HST
PHONE/CELL/INTERNET – Include long distance used for the farm 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 farm.	\$	\$	\$
CAPITAL EXPENDITURES – ALL equipment that is considered essential for business operations that cost more than \$500 (eg. computers, machinery equipment, cell phones, printers, etc).	\$	\$	\$

AUTOMOBILE EXPENSES

It is your responsibility to keep a record of all kilometers used for your business in the calendar year. **TOTAL**

BUSINESS KILOMETRES – This is the total number of kilometres you drove for your business in the year.	km
TOTAL KILOMETRES – This is the total number of kilometers you drove in the year.	km
GAS/ELECTRICITY FOR ELECTRIC VEHICLES	\$
INSURANCE	\$
LICENSE & REGISTRATION	\$
MAINTENANCE & REPAIRS	\$
PARKING/407/AUTO CLUB	\$
PURCHASE PRICE OF AUTO	DATE OF PURCHASE MM/DD/YYYY
\$	
ANNUAL LEASE PAYMENT – If auto is leased.	
\$	

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.

TOTAL
for the year

HEAT	\$
ELECTRICITY	\$
INSURANCE	\$
MAINTENANCE	\$
MORTGAGE INTEREST/RENT PAID FOR YOUR PRINCIPLE RESIDENCE	\$
PROPERTY TAXES	\$
SQUARE FOOTAGE USED FOR HOME OFFICE – This is exclusively for your office space.	sq. ft.
TOTAL SQUARE FOOTAGE OF HOUSE – This does not include the basement.	sq. ft.



No receipts related to your business expenses need to be submitted at this time. **HOWEVER**, you are responsible to keep your receipts for 6 years in the event CRA requests proof.