

# CORPORATE WORKSHEET

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NAME OF CORPORATION	FISCAL YEAR END MM/DD/YYYY
ARE YOU REGISTERED FOR HST? YES <input type="checkbox"/> NO <input type="checkbox"/>	CRA BUSINESS NUMBER _____

INCOME	AMOUNT Not including HST	HST Received	TOTAL Including HST
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.	\$	\$	\$
<b>IF YOUR SALES EXCEED \$30,000. YOU ARE REQUIRED TO REGISTER FOR HST</b> PLEASE REGISTER MY BUSINESS FOR HST YES <input type="checkbox"/> NO <input type="checkbox"/> *Additional Charges Apply			

BUSINESS EXPENSES	AMOUNT Not including HST	HST Paid	TOTAL Including HST
COST OF MATERIALS	\$	\$	\$
SUBCONTRACTORS	\$	\$	\$
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 – Includes expenses of the business which DO NOT fit in any other category listed here.	\$	\$	\$
OFFICE SUPPLIES	\$	\$	\$
ACCOUNTING & LEGAL FEES – Total fees paid.	\$	\$	\$
RENT/LEASING – Rent paid for office or warehouse (not home office).	\$	\$	\$
SALARIES & BENEFITS – If you paid more than \$750 to any one person you will have to issue T4s.	\$	\$	\$
PHONE/CELL/INTERNET	\$	\$	\$
TRAVEL – All travel expenses directly related to the business.	\$	\$	\$



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## BALANCE SHEET ACCOUNTS



Please submit a copy of your last bank statement of fiscal year to us.

CLOSING BANK BALANCE    \$	AMOUNT Not including HST	HST Paid	TOTAL Including HST
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

We will apply CRA's prescribed per km rate to this mileage.

TOTAL NUMBER OF KILOMETRES DRIVEN FOR BUSINESS FOR THE YEAR	km
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## HOME OFFICE EXPENSES

AMOUNT CORPORATION PAID YOU FOR HOME OFFICE RENT PER MONTH	\$
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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.



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