

SMALL BUSINESS WORKSHEET

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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 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.	\$	\$	\$
IF YOUR SALES EXCEED \$30,000. YOU ARE REQUIRED TO REGISTER FOR HST			
PLEASE REGISTER MY BUSINESS FOR HST YES <input type="checkbox"/> NO <input type="checkbox"/>		-----	
*Additional Charges Apply			

BUSINESS EXPENSES	*Only Required if you are registered for HST		
	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 – 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.	\$	\$	\$



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BUSINESS EXPENSES	Continued	AMOUNT	HST	TOTAL
		Not including HST	Paid	Including HST
TRAVEL – All travel expenses which are directly related to the business.		\$	\$	\$
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 is 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.