



## Information for 2017 Tax Returns

		<u>HST Collected</u>
<u>Income</u>		
Sales, Commissions, or Fees	_____	_____
Other income	_____	_____
 <u>Cost of Goods Sold</u>		
Opening Inventory (raw materials, goods in process, finished goods)	_____	
Add: Purchases (net of returns, allowances, and discounts)	_____	
Add: Subcontracts	_____	
Less: Closing Inventory	_____	
Total Cost of Goods Sold		_____
 <u>Expenses</u>		
Advertising	_____	
Bad Debts	_____	
Business tax, fees, licenses, dues, memberships, and subscriptions	_____	
Delivery, freight, and express	_____	
Fuel costs (except for motor vehicles)	_____	
Insurance	_____	
Interest	_____	
Maintenance and repairs	_____	
Meals and entertainment _____ x 50%	_____	
Motor vehicle expenses (see worksheet)	_____	
Office expenses	_____	
Supplies	_____	
Legal, accounting, and other professional fees	_____	
Private Health Service Plan Premiums	_____	
Property taxes	_____	
Rent	_____	
Salaries, wages, and benefits (including employer's contributions)	_____	
Travel	_____	
Telephone and utilities	_____	
Total Expenses		_____
Net Income		\$ _____
<b>HST Input Tax Credits (HST paid)</b>		_____

*Please let us  
know if  
your numbers  
include or  
exclude HST*

**Information for 2017 Tax Returns**

**Business Use of Home**

Area of home used for business	_____	OR # rooms for business	_____	<i>If you moved during the year, please provide us with home expenses for both residences.</i>
Total area of home	_____	Total # rooms	_____	

  

Heat	_____	} <b>Please list 100% of the costs and we will prorate them accordingly.</b>
Electricity	_____	
Insurance	_____	
Internet	_____	
Maintenance	_____	
Mortgage Interest	_____	
Property Taxes	_____	
Telephone	_____	
Water	_____	
Rent/Condo Fees	_____	

**Motor Vehicle Expenses**

	Auto #1	Auto #2
Description of vehicle	_____	_____
Period of year used	_____	_____
Purchased or leased?	_____	_____
Date purchased or leased	_____	_____
Details - lease amount + HST	_____	_____
- deposit on leased vehicle	_____	_____
- cost of purchased vehicle	_____	_____
- any trade in	_____	_____
Business km	_____	_____
Total km	_____	_____

  

Fuel (gasoline, propane, oil)	_____	} <b>Please list 100% of the costs and we will prorate them accordingly.</b>
Maintenance and repairs	_____	
Insurance	_____	
Interest on loan	_____	
License and registration	_____	
CAA	_____	
Tolls/407 ETR	_____	
Parking	_____	

***Please provide purchase/leasing/financing agreements and any other documentation relating to acquisitions and dispositions of motor vehicles.***