

Information for 2018 Tax Returns

Business and Professional Activities

Name of business: _____

Business number: _____

HST Information (please circle below)

Are you registered for HST? yes no

If yes: are you registered for the Quick Method? yes no

do you file annually or quarterly? annually quarterly

have you paid any HST instalments during the year? no yes - amount paid \$ _____ see detail below

If you are not registered for HST, your costs should include HST, if applicable.

If you are a "regular" HST registrant, your income should not include the HST and your expenses should not include the HST (please let us know if they do include HST).

If you are an HST registrant using the QUICK METHOD, your expenses should include the HST.

Please detail any additions or dispositions of capital property during the year.

	Cost	HST	Total
_____			-
_____			-
_____			-

HST Instalments

Internet Business Activities

If your webpages or websites generate business or professional income, fill in this part of the form.

How many Internet webpages and websites does your business earn income from? Enter "0" if none. _____

Provide up to five main webpage or website addresses, also known as uniform resource locator (URL):

http:// _____ http:// _____ http:// _____

http:// _____ http:// _____ _____

Percentage of your gross income generated from the webpages and websites. (If no income was generated from the Internet, enter "0".) _____ %

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Income

Sales, Commissions, or Fees _____
 Other income _____

Cost of Goods Sold

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 _____

Expenses

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 \$ _____

**HST
 Collected** _____

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

HST Input Tax Credits (HST paid) _____

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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	_____	} Please list 100% of the costs and we will prorate them accordingly.
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)	_____	} Please list 100% of the costs and we will prorate them accordingly.
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.