

2009 Tax Information

Business Name _____

Business Income

GST included

Revenue

Y N

Sales, commissions, or fees _____

Costs

Y N

Purchases during the year _____

Direct wage costs _____

Subcontracts _____

Other direct costs _____

Closing inventory _____

Advertising _____

Meals and entertainment (*provide total costs*) _____

Bad debts _____

Insurance _____

Interest _____

Business tax, fees, licences, dues, memberships, and subscriptions _____

Office expenses _____

Supplies _____

Legal, accounting, and other professional fees _____

Management and administration fees _____

Rent _____

Maintenance and repairs _____

Salaries, wages, and benefits (including employer's contributions) _____

Property taxes (*non-home*) _____

Travel (including transportation fees, accommodations, and allowable part of meals) _____

Telephone and utilities (*non-home*) _____

Fuel costs (*except vehicle*) _____

Delivery, freight, and express _____

Private _____

Other _____

Other _____

Other _____

Equipment Purchased (Cost)

Description _____

Description _____

Description _____

GST Information

Registered (*provide GST report*)

Y N

If yes, as Quick Method

Y N

TOTAL GST Instalments _____

2009 Tax Information

Home Office Costs

(provide 100 % of costs)

Heat	_____
Electricity	_____
Insurance	_____
Maintenance	_____
Mortgage interest	_____
Property taxes or rent	_____
Water	_____
Home phone	_____
Other expenses	_____
Business portion Sq Ft in Home	_____
Total home Sq Ft	_____

Vehicle Costs

(provide 100 % of costs)

	Vehicle 1	Vehicle 2
Fuel and oil	_____	
Interest	_____	_____
Insurance	_____	_____
Licence and registration	_____	_____
Maintenance and repairs	_____	_____
Leasing	_____	_____
Business parking fees	_____	_____
ETR, Car washes, & other	_____	_____
Business only KM's in the tax year	_____	_____
Total KM's in the tax year	_____	_____
Cost of new vehicle purchased in 2009 **	_____	
Proceeds / Trade-in of old vehicle disposed in 2009	_____	

**** submit purchase agreement**