

Business Information		
Business\Operation Name:		
Unit, Street number & name:		
City:	Province:	Postal Code:
Fiscal Period From:	To:	
Business Number from CRA (GST Registration): N/A		
Is this the final year of your rental operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Main product or service:	
Provide your webpages and website if business earns income from online sales:	
Percentage of your gross income generated from the webpages and websites:	

Business or Professional Income	
Gross Sales, Commissions, Fees Income	\$
Income from T4A	\$
Gross Professional Income	\$

Cost of Goods Sold	
Opening inventory:	\$
Purchases during the year (net of returns, allowances, and discounts):	\$
Ending inventory:	\$
Direct wage costs:	\$
Subcontracts	\$
Other direct costs	\$

Expenses only for Business	
Advertising	\$
Meals and entertainment (50% of the amount paid)	\$
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	\$

Expenses only for Business (Continued)	
Travel and (including transportation fees, accommodations, and allowable part of meals)	\$
Telephone and Utilities	\$
Fuel costs (except for motor vehicles)	\$
Delivery, freight, and express	\$
Motor vehicle expenses (not including CCA)	\$
Allowance on eligible capital property	\$
Other expenses	\$

Business-use-of-home Expenses	
Heat Electricity Insurance	\$
Maintenance Mortgage	\$
interest Property taxes Other	\$
expenses Sq. ft. (Rooms) of	\$
Office Total Sq. ft. (Rooms) of	\$
Home	\$
	\$

Motor Vehicle Expenses	
Gas and oil	\$
Insurance	\$
Licence and registration	\$
Maintenance and repairs	\$
Leasing	\$
Other expenses (please specify)	\$
KM used for the Business	
Total KM Driven	

Capital Assets Bought or Sold (Automobile, Computer, Equipment etc.)	
Description and percentage of usage for business activity	Cost or Sales price

It is client responsibility to provide all the above information complete and accurate required to prepare the return and retain all supporting documents for six years. These may be necessary to prove the accuracy and completeness of the return to CRA.