

The Tax Boutique Limited

Tel: (416) 482-4183 Fax: (416) 482-5312 Email: info@thetaxboutique.com

YEAR: _____

Name: _____

Business Income	Gross	HST	Net	
Fees/revenues (not on slips)				
Fees/revenues on T4A slips				Noted in box 28 or 48, please indicate number of T4A slips =
Fees/revenues outside Canada				Please indicate currency or if already converted
Other fees/revenues				
TOTAL BUSINESS INCOME				

Business Expenses	Gross	HST	Net	
Cost of Goods Sold				
Opening inventory		N/A		
Purchases during year				
Direct wage costs				
Subcontracts				
Other costs				
Advertising/Promotion				Include website and web related costs, gifts (business use)
Meals and entertainment (100%)				Must be for business networking, not personal meals on job
Bad debts				
Insurance		N/A		Liability, office space, equipment insurance
Interest/bank charges		N/A		Interest must be for business account/visa/line of credit
Dues, memberships, fees				Fitness/gym memberships are never deductible
Office expenses				Do not include equipment, see below
Office supplies				Do not include equipment, see below
Professional fees (legal/account.)				Legal fees must be related to business dealings
Management/administration fees				Includes agent fees
Rent		N/A		On a space outside of your home, home office below
Repairs & maintenance				On property/space used in the business
Salaries, wages, benefits				Only applies if you have employees
Travel expenses				Airfares, hotels, taxis, public transit, Uber etc.

Business Expenses cont'd	Gross	HST	Net	
Utilities				
Telephone				Indicate % if using for both personal and business =
Internet				Indicate % if using for both personal and business =
Cable				Indicate % if using for both personal and business =
Delivery/freight/postage				
Professional development				
Research/books				
Medical/dental premiums				Private plans only, all other medical costs on medical schedule
Other				
Actors/performers ONLY				
Hair/makeup				
Costume/wardrobe				

Expenses for Depreciation	Gross	HST	Net	
Computer hardware				Include monitors, hard drives, RAM, routers, operating systems
Computer software				Must be in separate category from hardware
Office electronics				
Office furniture				
Phones				Indicate % if using for both personal and business =
Tools				
Other				

Business Use of Home*	Gross	HST	Net	*Use 100% totals
Heat				
Electricity				
Insurance		N/A		
Repairs & maintenance				
Mortgage interest		N/A		Only interest portion of payments
Property taxes		N/A		
Rent				
Water				
Security				
Sewage				
% home used for business				Divide sq. ft. of office by total sq. ft. of home/apartment

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Vehicle Information				
Make of vehicle				
Model of vehicle				
Year of vehicle				
Date acquired				
New vehicle purchase price				If you purchased a new or used vehicle during the year
Interest on vehicle loan				Only interest portion of payments. % or total for year
Total kms driven in the year				
Total kms driven for business				
Business Use of Auto Expenses*	Gross	HST	Net	*Use 100% totals
Parking				100% of parking expenses. Do not include parking tickets
Fuel				
Repairs & maintenance				
Insurance		N/A		
License/registration				
Car washes				
Tolls/407 ETR				
Lease costs for the year				Lease start: _____ Lease end: _____

Employment Expenses T2200	Eligible for GST/HST rebate? Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Employer HST Number:
Accounting and legal fees*			*Commission-paid employees only
Advertising/Promotion*			*Commission-paid employees only
Entertainment expenses*			*Commission-paid employees only
Food and beverage (100%)			
Lodging/accommodation			
Transportation			Airfare, trains, taxis, Ubers etc.
Parking			
Supplies			

Employment Expenses cont'd		
Long distance phone charges		
Salaries of assistant/substitute		
Training costs*		*Commission-paid employees only
Work-space-in-home expenses*		*Use 100% totals
Electricity		
Heat		
Water		
Repairs & maintenance		
Insurance*		*Commission-paid employees only
Property taxes*		*Commission-paid employees only
Rent		
% home used for business		Divide sq. ft. of office by total sq. ft. of home/apartment