



Summary of Unincorporated Business and Professional Activities

Warning: This is not an official Canada Revenue Agency form and should not be filed with your tax return.

Client Name:				
Business Name:				
Business Address:				
Main Product or service:				
Year-end date: mm/dd/yyyy				
Contact information:	Phone:	Fax:	Cell:	
	E-mail:			
Sole Proprietor	Partner %	Partner Name:	Sin#	
	Partner %	Partner Name:	Sin#	
Business Number (GST/HST Reg. Number) if applicable:				

Are we to complete GST remittance form(s)? Yes No

If No, please include copies of GST remittance forms you have submitted to CRA (if applicable) this year.

NOTE: Complete "GST Collected" or "GST Paid" column ONLY if you have a GST Registration Number (BN)

If you do not have a GST Registration Number; we do not require the "GST Paid" amount.

Business or Professional Income

Type of Business Income	Total Income (include GST/HST & PST if applicable)	GST/HST Collected (if applicable)	PST Collected (if applicable)	Net Income
Sales, commissions, or fees				
Professional fees (includes work-in-process)				
Income reported on T4 or T4A slips				
Other income (please specify)				

Returns, Allowances and Discounts (Complete ONLY if included in Business Income Above)

Type of Return/Allow/Disc.	Total (include GST/HST & PST if applicable)	GST/HST (if applicable)	PST (if applicable)	Net Returns & Disc.



Cost of Goods Sold (COGS)

Type of Cost of Goods Sold	Total (include GST/HST & if applicable)	GST/HST Paid (if applicable)	Net Paid
Opening Inventory (including raw material, goods ready for sale, and packaging)			
Purchases during the year (net of returns, allowances, and discounts)			
Direct wage costs			
Subcontracts			
Other costs (please specify)			
Minus: Closing Inventory (including raw materials, goods in process, and finished goods)			

Business Expenses

Type of Business Expense	Total (include GST/HST if applicable)	GST/HST Paid (if applicable)	Net Paid
Advertising and promotion			
Meals & entertainment (total amount for year, we will calculate allowable portion)			
Bad debts			
Insurance (do not include life, health or vehicle insurance or amount for Home Office)			
Interest and bank charges			
Business tax, fees, licences, dues, memberships and subscriptions			
Office expenses			
Supplies (do not include any items that are part of COGS above)			
Legal, accounting, and other professional fees			
Management and administration fees			
Rent (do not include amount for Home Office)			
Maintenance and repairs (do not include amount for Home Office)			
Salaries, wages and benefits (including employer's contributions)			
Property taxes (do not include amount for Home Office)			
Travel (including transportation fees, accommodations, and allowable part of meals)			
Telephone and utilities (including cell phone)			
Fuel costs (except for motor vehicles)			
Delivery, freight, and express			
Convention fees			
Private health services plan premiums			
Other expenses (please specify)			
Other expenses (please specify)			

Motor Vehicle Information

Description of Vehicle:		Own	Lease
Description of Vehicle:		Own	Lease
KM driven in the Year to earn Business income		Total KM driven for the Year	



Total Annual Vehicle Expenses

Type of Vehicle Expenses:	Total (include GST/HST if applicable)	GST/HST Paid (if applicable)	Net Paid
Fuel and oil			
Interest on vehicle loan			
Insurance			
License and registration			
Maintenance and repairs			
Lease payments			
Parking charges			
Tolls (407 ETR, etc)			
Other expense (please specify)			

Note: Parking tickets and traffic fines are NOT allowable business expenses

Did You Sell or Trade-in a Vehicle(s) this Year? **Yes** **No** If yes, complete line(s) below

Description of Vehicle:		Amount received for Vehicle:	
Description of Vehicle:		Amount received for Vehicle:	

Home Office Expenses (Total including GST/HST where applicable)

Area of Home used for Business (in square feet or metres)	
Total Area of Home (in square feet or metres)	

Type of Home Office Expense	Net Paid
Heat	
Electricity	
Insurance (Homeowner's or Tenant's)	
Maintenance and repairs	
Mortgage interest	
Property taxes	
Rent (if Home is rented)	
Other (please specify)	
Other (please specify)	

