

BUSINESS AND PROFESSIONAL INCOME WORKSHEET

| | | | |
|--|----------------|----------------|--------------------|
| Name of Business | | | |
| Nature of Business | | | |
| GST/HST Number | | | |
| Website, if any | | | |
| Name of the Owner or Partner | % Share | SIN | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Net Amount | | HST/GST | Amount (\$) |
| GROSS REVENUE | | | |
| BUSINESS EXPENSES | | | |
| Advertising (inc. Newspapers, Online Advertising etc.) | | | |
| Bad Debts | | | |
| Business Equipments & Tools, Furniture etc. | | | |
| Fees & Taxes (inc. Licence Fees, Membership Fees etc.) | | | |
| Freight & Delivery expenses | | | |
| Meals & Entertainment (Only 50% eligible) | | | |
| Fuel Costs (excluding of Motor Vehicles) | | | |
| Interest & Other Bank Charges | | | |
| Telephone & Internet Expenses | | | |
| Insurance Expenses | | | |
| Hydro, Power & Electricity Expenses | | | |
| Legal, Accounting & Other Professional Fees | | | |
| Management & Administration Fees | | | |
| Salaries, Wages & benefits (inc. Employer Contributions) | | | |
| Repairs & Maintenance Expenses | | | |
| Home Office (To be summarized in adjoining table) | | | |
| Vehicle (To be summarized in adjoining table) | | | |
| Motor Vehicle Expenses (not including CCA) | | | |
| Travel (inc. transportation fees, accommodations etc.) | | | |
| Supplies, Utilities & Other Office Expenses | | | |
| | | | |
| TOTAL BUSINESS EXPENSES (B) | | | |
| | | | |
| NET BUSINESS INCOME (A) - (B) | | | |

| | | |
|--|--|--------------------|
| HOME OFFICE EXPENSES | | Amount (\$) |
| Percentage of Home used for Business/Profession (in %) | | |
| Heat | | |
| Electricity | | |
| Insurance | | |
| Maintenance | | |
| Mortgage Interest | | |
| Property Taxes | | |
| Other Expenses | | |
| Rent | | |
| TOTAL HOME OFFICE EXPENSES | | |

| | |
|---|--|
| VEHICLE EXPENSES | |
| Year & Make of Vehicle | |
| Purchase/Sale Price* | |
| Date of Purchase/Sale* | |
| Date of Lease began/ended* | |
| *(If purchased, leased or sold , please attached relevant agreements) | |
| KMS driven for business/profession purpose | |
| Total KMS driven | |
| <u>Expenses incurred:</u> | |
| Fuel | |
| Repair & Maintenance (including Insurance, Car Washing etc.) | |
| Licensing & Registration Fees | |
| Interest on Vehicle Loan | |
| Lease Payments | |
| Parking fees paid | |
| Others, if any | |

I certify that the information given above is correct, complete & fully disclosed. I have incurred all the above expenses for business purpose & it does not include any personal items/expenses. I have with me, all the supporting documents/vouchers to substantiate all the aforesaid expenses.

Signature: _____ Date: _____
Name: _____