

2017 INCOME TAXES

Business/Professional Income

Name of business: _____
 Address: _____
 Main product or service: _____
 For the Period from: _____ to _____
 Was 2017 Your Final Year of Business: _____
 Are you registered for GST/HST? _____
 If yes, are you registered under the Quick Method or Simplified Method? _____
 (If yes, attach your GST/HST returns for the year, including installment payments)
 Business Number: _____

Income:
 Sales, commissions and fees (excluding GST/HST) _____
 GST/HST charged _____

Cost of Goods Sold: (if applicable) _____

Gross Profit _____

Expenses (Do your expenses include GST/HST? Yes No)
 Advertising _____
 Bad debts _____
 Business tax, fees, licenses, dues, memberships _____
 Delivery, freight and express _____
 Fuel costs (except motor vehicle) _____
 Insurance _____
 Interest and bank charges _____
 Maintenance and repairs _____
 Management and administration fees _____
 Meals and entertainment _____
 Motor vehicle expenses (except CCA) _____
 Office expenses (excluding use of home) _____
 Legal, accounting and professional fees _____
 Property taxes _____
 Rent _____
 Supplies _____
 Salaries, wages and benefits _____
 Travelling (including transportation fees, accomodations and allowable meals) _____
 Telephone and utilities _____
 Convention fees _____
 Private health services plan premiums _____

Additions to capital assets: (at cost - include a copy of invoice(s))
 Computer software _____
 Computer hardware _____
 Furniture and fixtures _____

Internet Business Activities
 How many internet websites does you business earn income from? _____
 Provide the main website address: _____
 What percentage of your gross income is generated from your website? _____

Home office expenses - (see HOME OFFICE)
Business use of Automobile - (see AUTOMOBILE)