

**Business or Professional Activities Worksheet with GST Registration Number**

(Please complete for Business activity and Professional activity separately if you have both)

<b>Business Information</b>		
Business\Operation Name:		
Unit, Street number & name:		
City:	Province:	Postal Code:
Fiscal Period From: To:		
Business Number from CRA (GST Registration):		
Thais is the final year of your rental operation?		Yes      No

Main product or service:

Provide your webpages and website if business earn income from online sales:	
Percentage of your gross income generated from the webpages and websites:	

<b>Business or Professional Income</b>	
Gross Sales, Commissions, Fees Income Including GST/HST	\$
Income from T4A Including GST/HST	\$
Gross Professional Income Including GST/HST	\$
Total GST/HST Collected or Collectable on Income	\$

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

<b>Expenses only for Business Excluding GST/HST</b>	
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	\$
Travel and (including transportation fees, accommodations, and allowable part of meals)	\$
Telephone and Utilities	\$
Fuel costs (except for motor vehicles)	\$

<b>Expenses only for Business Excluding GST/HST (Continued)</b>	
Delivery, freight, and express	\$
Motor vehicle expenses (not including CCA)	\$
Allowance on eligible capital property	\$
Other expenses	\$
<b>Total GST/HST paid or payable on eligible purchases and expenses</b>	<b>\$</b>

<b>Business-use-of-home Expenses Excluding GST/HST</b>	
Heat	\$
Electricity	\$
Insurance	\$
Maintenance	\$
Mortgage interest	\$
Property taxes	\$
Other expenses	\$
Sq. ft. (Rooms) of Office	
Total Sq. ft. (Rooms) of Home	
<b>Total GST/HST paid or payable on Business-use-of-home (only if used more than 90%)</b>	<b>\$</b>

<b>Motor Vehicle Expenses Excluding GST/HST</b>	
Gas and oil	\$
Insurance	\$
Licence and registration	\$
Maintenance and repairs	\$
Leasing	\$
Other expenses (please specify)	\$
KM used for the Business	
Total KM Driven	
<b>Total GST/HST paid or payable on Motor Vehicle expenses</b>	<b>\$</b>

<b>Capital Assets Bought or Sold (Automobile, Computer, Equipment etc.) Excluding GST/HST</b>	
<b>Description and percentage of usage for business activity</b>	<b>Cost or Sales price</b>
<b>Total GST/HST paid or payable on Automotive (Only used more than 10% for business activity)</b>	<b>\$</b>
<b>Total GST/HST paid or payable on Capital Assets other than Automotive (Only used more than 50% for business activity)</b>	<b>\$</b>

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.