



Business or Professional Activities Worksheet without GST Registration Number

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

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Business Information

Business\Operation Name:		
Unit, Street number & name:		
City:	Province:	Postal Code:
Fiscal Period From:	To:	
Business Number from CRA (GST Registration): N/A		
Is this the final year of your rental operation?	Yes	No

Main product or service:

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

Business or Professional Income

Gross Sales, Commissions, Fees Income	\$
Income from T4A	\$
Gross Professional Income	\$

Cost of Goods Sold

Opening inventory:	\$
Purchases during the year (net of returns, allowances, and discounts):	\$
Ending inventory:	\$
Direct wage costs:	\$
Subcontracts	\$
Other direct costs	\$

Expenses only for Business

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	\$

Expenses only for Business (Continued)	
Travel and (including transportation fees, accommodations, and allowable part of meals)	\$
Telephone and Utilities	\$
Fuel costs (except for motor vehicles)	\$
Delivery, freight, and express	\$
Motor vehicle expenses (not including CCA)	\$
Allowance on eligible capital property	\$
Other expenses	\$

Business-use-of-home Expenses	
Heat	\$
Electricity	\$
Insurance	\$
Maintenance	\$
Mortgage interest	\$
Property taxes	\$
Other expenses	\$
Sq. ft. (Rooms) of Office	
Total Sq. ft. (Rooms) of Home	

Motor Vehicle Expenses	
Gas and oil	\$
Insurance	\$
Licence and registration	\$
Maintenance and repairs	\$
Leasing	\$
Other expenses (please specify)	\$
KM used for the Business	
Total KM Driven	

Capital Assets Bought or Sold (Automobile, Computer, Equipment etc.)	
Description and percentage of usage for business activity	Cost or Sales price

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.