

Schedule A – Statement of Business or Professional Income

Business Name: _____

Revenue \$ _____

Cost of Goods Sold

Opening inventory _____
Purchase and other costs _____
Less: Closing inventory (_____)

Total Cost of Goods Sold \$ _____

Expenses

Advertising \$ _____
Meals and entertainment (*limited to a 50% deduction*) Gross: _____ x 50% _____
Bad debts _____
Insurance _____
Interest, bank charges _____
Business tax, fees, licenses, dues, memberships, subscriptions _____
Office expenses _____
Office supplies _____
Professional fees _____
Management and administration fees _____
Rent _____
Repairs and Maintenance _____
Salaries and benefits _____
Property taxes (*excluding home office*) _____
Travel expenses _____
Telephone and utilities _____
Fuel costs (except for motor vehicles) _____
Delivery, freight, express _____
Motor vehicle (See Schedule B) _____
Premiums paid to a private medical plan _____
Home office expenses (See Schedule C) _____
Other (please specify): _____
Total Expenses \$ _____

Net Income (*Revenue – Cost of Goods Sold – Expenses*) \$ _____

Other Items:

Are you registered for HST? Yes / No

If yes, do you require us to prepare your HST return? Yes / No

HST registration number: _____

Did you purchase any equipment, computers or other capital assets in the year? Yes / No
(If yes, please provide invoices for major purchases)

Did your business earn income from one or more web pages in the year?

If yes please provide the following:

Website: www._____

Percentage of your gross revenue that came from your web pages: _____%

Notes:

- Insurance – Please note, if any insurance relates to life or disability insurance
- Interest Expenses – Please note, if any CRA interest or penalties has been included in interest expense
- Professional Fees – Please note, if prior year tax preparation fees are included in professional fees
- Construction Businesses – Businesses whose primary activity is construction are required to complete Form T5018 – Statement of Contract Payments for subcontractors.
- Business Outside Canada – If your business has carried on activities in the United States, please provide details to us to determine if any US filings are required.
- Other Tax Credits – Did you employ any apprentices or co-op students during the year? If so, you may be entitled to a tax credit.