



STATEMENT OF BUSINESS ACTIVITIES

YEAR

*please list all expenses that apply to your **BUSINESS ACTIVITIES ONLY**

**GST/HST, please indicate this

Do you have HST number? (If **YES** please provide the **HST form** received from CRA) Yes Now HST

Account Number:

SELF-EMPLOYMENT INCOME

Professional and Gross Sales commissions or fees INCLUDING GST/HST collected)	
Purchases of goods during the year (Materials or Goods)	

CAPITAL EXPENSES

Office Furniture related to business	
Computer Software and Hardware related to business	
Office Equipment (printer, fax, phone etc.)	

OPERATING EXPENSES

Bad debts (if you were not paid for provided job or service; spoiled goods, etc.)	
Business Fees (memberships, dues, licenses)	
Referral fees	
Courier, Parcels, Postage Stamps	
Business Insurance	
Life Insurance, WSIB or any other Disability Insurance	
Uniform and Other Working Clothes and Footwear	
Photo Developing/Printing, Film and Albums	
Flowers and Plants	

CAR EXPENSES (for new clients only OR if you bought NEW car in 2014)

Model	Year	Cost
Personal use, %		
Gas		
Insurance		
License and registration		
Maintenance and repairs		
Annual Financing charges (interest ONLY)		
Annual leasing charges		
Car rentals		
Parking		
Tolls, Tow-truck		
Auto-club membership (CAA etc.)		

OFFICE EXPENSES

Office supplies (pens, paper, stationery)	
Cleaning supplies (paper towels, napkins, cleansers, garbage bags, rubber gloves)	
Books, newspapers, magazines	
Small tolls, instrument, materials, samples	

RESIDENCE EXPENSES

Office rent	
Mail box or safety deposit box rental fees	
Storage rental fees	
Office cleaning, repairs, etc.	
Maintenance and repair of computers and office electronics	

HOME OFFICE EXPENSES

Area of home used for business, %	
Heat	
Electricity	
Insurance	
Maintenance	
Mortgage interest	
Property taxes or Rent	

ADVERTISING, PROMOTIONS

Advertising, business cards	
Flowers	
Gifts, gift cards	
Local meals for business purposes ONLY (restaurants, cafe, etc.)	
Entertainment for clients ONLY (movies, theatres, museums, exhibitions, sport games, concerts)	

TELEPHONE AND OTHER COMMUNICATIONS

Business telephone line service	
Cell phone service	
Long distance calls (business calls only)	
Internet service	

ONLY BUSINESS RELATED TRAVEL EXPENSES

Air, sea, land transportation tickets	
Hotels	
Meals and Entertainment in foreign countries	
Taxi	
Bus, train tickets, tokens	
Travel insurance	

BANK CHARGES AND INTEREST

Business Credit cards annual fees and interest	
Banking charges and fees for business account	
Interest paid on Business loans	

PROFESSIONAL FEES

Business related legal fees	
Accounting fees	
Notary, translation, paralegal and other fees	