

SCHEDULE OF BUSINESS INCOME AND EXPENSES FOR PERSONAL TAX RETURN

024

Your name

Business name (if different from your name)
Business address (if different from your home)
Business number (if any)
Business partners (list, if any)

	Name	SIN #	% of business	Address
Partner 1				
Partner 2				
Partner 3				

Are you registered for HST?

☐ Yes HST number:

Income :

Sales
Commission
Professional

(not including HST)

HST you invoiced

Cost of goods sold:

Inventory at January 1
Inventory at December 31
Purchases
Direct labour
subcontracting

Is HST included?

Is HST included?

☐ Yes

only if we didn't prepare your T1 last year

Expenses:

- Advertising
- Meals and entertainment
- Insurance
- Interest and bank charges
- Business tax, fees, licenses, dues, memberships
- Office
- Supplies
- Legal fees
- Accounting fees
- Management fees
- Rent
- Repairs and maintenance
- Employee wages and benefits
- Travel
- Telephone and internet
- Conventions

Is HST included?

☐ Yes

If you are a professional

Value of work in progress at December 31, 2023

Value of work in progress at December 31, 2024

only if we didn't prepare your T1 last year

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Business assets purchased during year:

attach invoice copy if over \$5,000

Vehicle
Computer
Office equipment incl. monitor, printer, phone, etc.
Other (describe)
Other (describe)
Other (describe)

Business assets sold during the year:

attach invoice copy if over \$5,000

Vehicle
Computer
Office equipment incl. monitor, printer, phone, etc.
Other (describe)
Other (describe)
Other (describe)

Business use of vehicle:

Total KMs driven in year
Business KMs driven in year

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Fuel
Insurance
License
Repairs and maintenance
Leasing (attach copy of lease if not provided in prior year)
Parking
407ETR

Business use of home:

Total square footage of home
Business use square footage

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Gas
Electricity
Water/garbage
Insurance
Repairs and maintenance
Mortgage interest
Property taxes
Alarm fees
Home phone (if not included in expenses)
Home internet (if not included in expenses)
