

SCHEDULE OF BUSINESS INCOME AND EXPENSES FOR PERSONAL TAX RETURN

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: [REDACTED]

Income :

(not including HST)

Sales
 Commission
 Professional

HST you invoiced

Cost of goods sold:

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

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, 2024
 Value of work in progress at December 31, 2025

[REDACTED] only if we didn't prepare your T1 last year

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Business assets purchased during year:

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

attach invoice copy if over \$5,000

Business assets sold during the year:

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

attach invoice copy if over \$5,000

Business use of vehicle:

Total KMs driven in year
Business KMs driven in year

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



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)

