

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