

Statement of Business or Professional Activities

Please keep all supporting documents of the amounts claimed below

Business name: _____ Business Number: _____

Gross Sales (before HST) \$ _____ HST Charged on Sales \$ _____

***If you charge HST to your clients, please do not include any HST paid below.**

***If you do not charge HST to your clients, please include any HST paid below.**

Expenses

Accounting and Legal Fees		Advertising and Promotion	
Meals and Entertainment		Supplies	
Insurance		Interest	
Rent		Office Expenses	
Business Fees, Licences, Dues		Management and Administration Fees	
Maintenance and Repairs		Salaries	
Telephone		Other (specify):	

Business-use-of home Expenses

Total house area (square feet) _____ Area for business use only (square feet) _____

Heat		Electricity	
Water		Maintenance	
Insurance		Property Taxes	
Mortgage Interest		Other (specify):	

Allowable Motor Vehicle Expenses

Year, Make and Model of vehicle _____

Km driven for business purposes _____

Total kilometres driven in the year _____

Please keep all supporting documents of the amounts claimed below

Total expenses incurred

Fuel and Oil		Maintenance & Repairs	
Insurance		Licence and Registration Fees	
Interest (if financed)		Parking	
Lease cost (if leased)		CAA	
407 ETR		Other (specify):	

*** If you have purchased a new vehicle in the tax year please provide a copy of the Sale/Lease Agreement.**

*** Please also note that not every expense may be applicable to you. Please let us know if you have any questions regarding any of the expenses listed above.**