

## Statement of Business or Professional Activities

Please keep all supporting documents of the amounts claimed below

Business name: \_\_\_\_\_ Business Number: \_\_\_\_\_

Gross Sales \$ \_\_\_\_\_ HST Charged on Sales \$ \_\_\_\_\_

**\*\*if your business charges HST to your clients please make sure that the HST is not included in the amounts 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.**