

## **BUSINESS INCOME**

When you earn self-employment income, it is considered business income. Expenses related to that income are tax deductible.

### **Types of Expenses:**

- COST OF GOODS SOLD (cost of items you purchased for resale, ie Avon, Party-Lite, Silpada)
- ADVERTISING
- RENT (paid for an office or leased chair in a salon etc.)
- MEALS AND ENTERTAINMENT (provide 100% of the amount)
- INSURANCE (such as liability, WSIB or bond insurance)
- INTEREST (only if the interest is 100% for the business)
- BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS (such as municipal license, memberships to magazines or clubs that help you network)
- OFFICE EXPENSES\* (such as office supplies, furniture etc.)
- SUPPLIES\* (items used directly to produce your products ie if you were a photographer, then the cost of photo paper & ink would be considered your supplies; if you woodworked, then the wood, glue, stains, screws, nails and varnishes would be your supplies)
- EQUIPMENT\* (tools used to produce or manufacture your products ie if you were a photographer, then the cost of cameras, props, flashcards would be considered your equipment; if you woodworked, then tools, blades, bits and brushes would be your equipment)
- FUEL COSTS (other than your motor vehicle (ie gas powered equipment like a lawnmower) – your motor vehicle expenses including gas, will be entered on your Motor Vehicle Expenses Log)
- LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)
- SALARIES (occasional employees or labour)
- TRAVEL (Includes transportation fees (other than motor vehicle), hotels, incidentals – include any meals in the Meals and Entertainment section)
- DELIVERY, FREIGHT, EXPRESS (postage, courier)
- FEES PAID for Conferences, Fairs, Shows attended or Courses taken for your business
- CELL PHONE/INTERNET (only if registered to the business) – this CANNOT be your personal cell phone under any circumstances.
- HOME PHONE (only if registered to the business)
  
- **BUSINESS USE OF HOME (PLEASE SEE BUSINESS-USE-OF-HOME LOG)**
- **MOTOR VEHICLE EXPENSES (PLEASE SEE MOTOR VEHICLE EXPENSE LOG)**

\* Any SINGLE item that you purchase with a value greater than \$500 (before taxes) must be reported an asset which must be depreciated over the years. Therefore, if you do purchase any item worth over \$500, please provide me with the actual receipt and do not include it on any of these sheets.

### **Tax Time**

Provide **only the “Business Activities Annual Information Sheet”** to your tax preparer at year end (**do not give them the receipts** (except for \* above) or monthly logs but **KEEP THEM** for 7 years in case Revenue Canada ever asks to see your logs or receipt).

Make sure that **ALL SECTIONS** of the Annual Information Sheet are duly completed. Providing me with incomplete sections may cause delays in preparing your tax return.

THESE FORMS ARE THE EXCLUSIVE PROPERTY OF SAUVE TAX SERVICES.  
**DISTRIBUTION IS STRICTLY FORBIDDEN**

# **BUSINESS ACTIVITIES ANNUAL INFORMATION SHEET**

**ADD JAN TO DEC FOR EACH SECTION & TRANSFER THE TOTALS TO THIS SHEET.  
PROVIDE ONLY **THIS SHEET** TO ME AT TAX TIME.**

## **BUSINESS INCOME – YEAR**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER, USE THIS TABLE TO REPORT YOUR INCOME:**

INFORMATION FROM ALL QUARTERLY HST REMITTALS	DOLLARS
TOTAL REVENUE (INCLUDES HST/GST)	\$
GST/HST YOU COLLECTED ON REVENUE	\$
GST/HST ITC YOU CLAIMED ON YOUR REMITTALS	\$
TOTAL GST/HST REMITTED	\$

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED BY ALL):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

**\* FOR A PURCHASE OF A SINGLE ITEM THAT IS WORTH OVER \$500 (BEFORE TAXES), PLEASE PROVIDE THE RECEIPT TO ME AND DO NOT INCLUDE IT IN THE ABOVE CALCULATIONS**

# **BUSINESS INCOME – JANUARY**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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# **BUSINESS INCOME – FEBRUARY**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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## **BUSINESS INCOME – MARCH**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER, USE THIS TABLE TO REPORT YOUR INCOME:**

<b>INFORMATION FROM JANUARY-MARCH HST REMITTAL</b>	<b>DOLLARS</b>
TOTAL REVENUE (INCLUDES HST/GST)	\$
GST/HST YOU COLLECTED ON REVENUE	\$
GST/HST ITC YOU CLAIMED ON YOUR REMITTAL	\$
TOTAL GST/HST REMITTED	\$

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	<b>DOLLARS</b>
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

<b>ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b></b>	<b>DOLLARS</b>
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHE PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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# **BUSINESS INCOME – APRIL**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

<b>ALL AMOUNTS BELOW MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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# **BUSINESS INCOME – MAY**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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## **BUSINESS INCOME – JUNE**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER, USE THIS TABLE TO REPORT YOUR INCOME:**

<b>INFORMATION FROM APRIL-JUNE HST REMITTAL</b>	<b>DOLLARS</b>
TOTAL REVENUE (INCLUDES HST/GST)	\$
GST/HST YOU COLLECTED ON REVENUE	\$
GST/HST ITC YOU CLAIMED ON YOUR REMITTAL	\$
TOTAL GST/HST REMITTED	\$

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	<b>DOLLARS</b>
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

<b>ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b></b>	<b>DOLLARS</b>
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHE PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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# **BUSINESS INCOME – JULY**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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# **BUSINESS INCOME – AUGUST**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUTING AND OTHE PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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## **BUSINESS INCOME – SEPTEMBER**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER, USE THIS TABLE TO REPORT YOUR INCOME:**

<b>INFORMATION FROM JULY-SEPTEMBER HST REMITTAL</b>	<b>DOLLARS</b>
TOTAL REVENUE (INCLUDES HST/GST)	\$
GST/HST YOU COLLECTED ON REVENUE	\$
GST/HST ITC YOU CLAIMED ON YOUR REMITTAL	\$
TOTAL GST/HST REMITTED	\$

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	<b>DOLLARS</b>
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

<b>ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b></b>	<b>DOLLARS</b>
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHE PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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# **BUSINESS INCOME – OCTOBER**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

**\* FOR A PURCHASE OF A SINGLE ITEM THAT IS WORTH OVER \$500 (BEFORE TAXES), PLEASE PROVIDE THE RECEIPT TO ME AND DO NOT INCLUDE IT IN THE ABOVE CALCULATIONS**

# **BUSINESS INCOME – NOVEMBER**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER), YOU REPORT THIS INFORMATION QUARTERLY.**

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	DOLLARS
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

<b>ALL AMOUNTS BELOW MUST INCLUDE GST &amp; HST</b>	DOLLARS
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

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## **BUSINESS INCOME – DECEMBER**

**IF YOU HAVE A BIN (BUSINESS INFORMATION NUMBER, USE THIS TABLE TO REPORT YOUR INCOME:**

<b>INFORMATION FROM OCTOBER-DECEMBER HST REMITTAL</b>	<b>DOLLARS</b>
TOTAL REVENUE (INCLUDES HST/GST)	\$
GST/HST YOU COLLECTED ON REVENUE	\$
GST/HST ITC YOU CLAIMED ON YOUR REMITTAL	\$
TOTAL GST/HST REMITTED	\$

**IF YOU DO NOT HAVE A BIN, USE THIS LINE TO REPORT YOUR INCOME:**

	<b>DOLLARS</b>
TOTAL REVENUE	\$

**EXPENSES (TO BE USED by INDIVIDUALS WITH OR WITHOUT BINS):**

<b>ALL AMOUNTS BELOW <b>MUST INCLUDE GST &amp; HST</b></b>	<b>DOLLARS</b>
COST OF GOODS SOLD (for resale)	\$
ADVERTISING	\$
MEALS AND ENTERTAINMENT (provide 100% of the amount)	\$
INSURANCE (such as liability or bond insurance)	\$
INTEREST (only if the interest is 100% for the business)	\$
BUSINESS TAX, FEES, LICENSES, DUES, MEMBERSHIPS & SUBSCRIPTIONS	\$
OFFICE EXPENSES* (such as office supplies, furniture etc.)	\$
SUPPLIES* (items used to produce your products)	\$
EQUIPMENT* (tools purchased to produce your products)	\$
FUELS (other than Motor Vehicle)	\$
LEGAL, ACCOUNTING AND OTHE PROFESSIONAL FEES (Bank charges, Tax Preparing charges, Lawyers)	\$
SALARIES (occasional employees or labour)	\$
TRAVEL (Includes transportation fees other than motor vehicle, hotels, incidentals – include any meals in the Meals and Entertainment section)	\$
PHONE (only if 100% dedicated or registered to business) – no part of your personal cell phone or home phone can be claimed	\$
DELIVERY, FREIGHT, EXPRESS (postage, courier)	\$
RENT	\$
FEES PAID for Conferences, Fairs & Shows attended or Courses taken for your business	\$
MISCELLANEOUS	\$

**\* FOR A PURCHASE OF A SINGLE ITEM THAT IS WORTH OVER \$500 (BEFORE TAXES), PLEASE PROVIDE THE RECEIPT TO ME AND DO NOT INCLUDE IT IN THE ABOVE CALCULATIONS**