

## **DAYCARE IN HOME**

When you operate a daycare in your home, you are entitled to claim part of your household expenses as deductions on your Statement of Business Income when you prepare your income tax return. Daycare services are tax exempt therefore there is no requirement for an HST number.

### **Business-Use-of-Home Expenses include:**

- OIL/GAS - Heating
- ELECTRICITY
- MAINTENANCE\*
- MORTGAGE INSURANCE
- MORTGAGE INTEREST
- WATER TAXES (IF ANY)
- INSURANCE
- PROPERTY TAXES
- RENT

### **Other Expenses**

- Furniture
- Toys
- Household Food (keep 100% of all your bills for entire household)
- Snacks (dedicated to daycare)
- Office Supplies

## **Tax Time**

Provide me with the full amounts you paid for each category. I will determine the percentage of your deductions depending on how many children you are caring for and the square footage of your home.

**Provide all the sheets - Annual Information Sheet + 12 monthly sheets** to me at year end **please do not give me the receipts** but KEEP THEM for 7 years in case Revenue Canada ever asks to see them).

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.

If you have purchased a single item that has a value of over \$500 (before taxes) for your daycare (ie play structure, swing set, etc.) **DO NOT** include this with your Expenses. Provide this receipt (and ONLY this receipt) to me. Items over \$500 must be depreciated over the course of 5 years and cannot be expensed at full cost during the year of purchase.

**\* Maintenance includes all cleaning supplies and services such as snow removal, lawn care, weed control, sewer draining, etc. It does NOT include renovations to your home.**

THIS FORM IS THE EXCLUSIVE PROPERTY OF SAUVE TAX SERVICES.  
DISTRIBUTION OR REPRODCUTION IS STRICTLY FORBIDDEN.

# HOME DAYCARE – ANNUAL INFORMATION SHEET

**ADD JANUARY TO DECEMBER FOR EACH SECTION AND  
TRANSFER THE TOTALS TO THIS SHEET.  
PROVIDE ONLY THIS SHEET TO YOUR TAX PREPARER.**

	DOLLARS
TOTAL REVENUE FOR YEAR	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	

## YEARLY EXPENSES

<b>PROPERTY TAXES</b>	\$	You can submit this yearly from your Mortgage Statement (it will be for Jan 1 to Dec 31 and will have the full amount for year)
<b>MORTGAGE INTEREST</b>	\$	
<b>MORTGAGE INSURANCE</b>	\$	

# HOME DAY CARE – JANUARY

	<b># OF CHILDREN</b>
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	<b>HOUSEHOLD MEMBERS</b>
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

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

	<b>DOLLARS</b>
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## **OTHER EXPENSES**

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# **HOME DAYCARE – FEBRUARY**

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## **OTHER EXPENSES**

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – MARCH

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – APRIL

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – MAY

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# **HOME DAYCARE – JUNE**

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## **OTHER EXPENSES**

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>



# HOME DAYCARE – JULY

	<b># OF CHILDREN</b>
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	<b>HOUSEHOLD MEMBERS</b>
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

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

	<b>DOLLARS</b>
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## **OTHER EXPENSES**

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – AUGUST

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
<b>SNACKS</b>	\$	100% DEDICATED TO DAYCARE
<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – SEPTEMBER

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
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<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – OCTOBER

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
<b>TOYS &amp; ART SUPPLIES</b>	\$	
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<b>OFFICE SUPPLIES</b>	\$	PAPER, INK, PENS, ETC. ETC.
<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – NOVEMBER

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

<b>FURNITURE</b>	\$	SPECIFICALLY BOUGHT FOR THE KIDS
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<b>MISC</b>	\$	<b>SPECIFY:</b>

# HOME DAYCARE – DECEMBER

	# OF CHILDREN
ON AVERAGE, HOW MANY CHILDREN DID YOU CARE FOR IN YOUR HOME DURING THIS MONTH?	

	HOUSEHOLD MEMBERS
HOW MANY FAMILY MEMBERS LIVED IN YOUR HOUSEHOLD DURING THIS MONTH?	

	DOLLARS
MONTHLY REVENUE	\$

	DOLLARS
OIL/GAS - Heating	\$
ELECTRICITY	\$
MAINTENANCE	\$
WATER TAXES (IF ANY)	\$
HOME INSURANCE	\$
PROPERTY TAXES	\$

## OTHER EXPENSES

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<b>HOUSEHOLD FOOD</b>	\$	KEEP 100% OF ALL YOUR RECEIPTS FOR ENTIRE HOUSEHOLD
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<b>MISC</b>	\$	<b>SPECIFY:</b>