



Business or Professional Activities Checklist

For **each business** you have, **complete one** of these forms. All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

Business Information

Your name					
Business name					
Description					
Business number			GST/HST Number		
Business address					
	City		Province		Postal Code
Type of business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership (see below) % of partnership owned by you: _____				
Partner 1	Name			% partnership	
	Address				
Partner 2	Name			% partnership	
	Address				

	Amount	GST/HST	Total*
Income			
Sales, commissions, income or fees			
Other income – please describe:			
Cost of Goods Sold			
Opening inventory = closing inventory in previous year			
Purchases during the year			
Sub-contracting costs			
Direct wage costs			

*If you are not required or do not want to file an GST/HST return, just complete the last column.

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	Amount	GST/HST	Total*
Freight and delivery charges			
Closing inventory – at year end			
Expenses			
Assets purchased costing over \$500. Description:			
Advertising, promotion and gifts			
Bad debts			
Business fees (memberships, dues, subscriptions)			
Business planning and strategy fees			
Education expenses (courses, learning materials, books)			
Home office (attach Workspace-in-the-Home Checklist)			
Insurance (excluding life insurance)			
Interest (bank, loans, credit cards, bank service charges)			
Repairs and maintenance at place of business:			
Computer parts and repairs			
Equipment repairs			
Building repairs			
Total repairs and maintenance			
Management fees			
Meals and entertainment			
Motor vehicles (attach Motor Vehicle Checklist)			
Office supplies (stationary, software, postage, courier)			
Professional fees (accounting and legal fees)			
Property taxes			
Rent			
Small tools and equipment purchases (less than \$500)			
Supplies (any direct supplies to business)			
Salaries, wages and benefits (incl. for family members) **			

**Please include copies of T4 slips and a T4 Summary related to the wages.

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	Amount	GST/HST	Total*
Telecommunications (cell phone, internet telephone)			
Travel (meetings and conventions)			
Unclaimed start-up costs			
Utilities			
Other – please describe:			

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