

Statement of Business Activities

Identification							
Your Name						Your Social Insurance Number	
Date Fiscal Year begins	Year	Month	Day	Date Fiscal Year ends	Year	Month	Day
Business Name						Yes	No
Business Address						Main Product or service	
City, Province or Territory						Postal Code	
Business Number						Your percentage of the partnership %	
Details of other partners							
Name					Percentage of partnership		
Address					SIN		
Income							
Sales, Commissions or fees (less taxes)							
Other income (Specify)							
Retail: Calculation of cost of goods sold (enter business part only) Excluding taxes							
Opening inventory (include raw materials, goods in process, and finished goods)							
Purchases during the year (net or returns, allowances and discounts)							
Closing inventory							
Expenses (enter business part only) Excluding taxes							
Advertising				Office expenses (ie. Pens, paper)			
Bad debts				Property taxes (for business only property)			
Business tax, fees, licences, memberships, and subscriptions				Rent (Business properties only)			
Convention				Salaries, wages, and benefits			
Delivery, freight, and express				Supplies			
Direct Wage Costs				Telephone and utilities			
Legal, accounting and other professional fees				Travel			
Maintenance and repairs				Other expenses (Specify description and amount below)			
Interest (Business only loans)							
Management/administration fees							
Meals and entertainment							

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Calculation of business-use-of-home expenses Excluding taxes					
# of rooms/square feet in workspace		# of rooms/square feet in home			
Heat		Rent / Property Taxes		Home Phone	
Electricity		Insurance		Internet	
Water/ Sewer		Maintenance			
Capital cost allowance (CCA) claim (depreciable property, ie office equipment)					
Cost (Excludes taxes)	Date Purchased	Item Description			Percentage used for business
Proceeds of Disposition	Date Sold	Item Description			
Motor Vehicle Expenses Excluding taxes (Separate sheet for each vehicle)					
	# KM used for business			# KM for complete year	
Year, Make and model					
Fuel and oil		Insurance		Licence plates	
Maintenance/repairs		Business parking fees		Drivers License	
Interest paid		Total # days in fiscal period for which interest paid			
Total lease charges incurred in fiscal period for the vehicle					
Total lease payments deducted before this fiscal period for the vehicle					
Total number of days the vehicle was leased in all your current and previous fiscal periods					
Manufacturer's list price new (if leased)				Purchase price (if financed)	

I hereby declare that the above amounts are accurate and do not include GST or PST. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Tanya Hilts is processing only based on the figures I have provided and is not responsible for any costs or liability arising from any items that may be disallowed upon any such audit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_