

Tax Information Sheet



Business/Self-employed: The following will help you get deductions & credits, please provide accurate numbers.

Only claim expenses for the period that you gained income.

	Gross Amount (Total amount paid/received)	Helpful Notes
Revenue		Total revenue for the year – do you collect HST with your income? REFER TO BOTTOM RIGHT
Business Insurance		Home insurance, auto insurance, business insurance
Cell Phone Expenses		New phone purchases, cellphone bills
Office Expenses		Office supplies (i.e. Pens, paper, etc.)
Office/Store Utilities		Bills related to your workplace, i.e. telephone, internet, cable, water, electricity, heat
Supplies/Inventory Expenses		Supplies or inventory for business
Meals & Entertainment		Restaurants, but <u>no groceries!</u>
Computer-related Expenses		Software updates, new hardware/software
Medical Expenses		Medical expenses not covered by insurance or OHIP
Professional Fees		Legal, accounting or other professional dues/fees incurred in the process of conducting business
RICO & Other Similar Fees		Applicable only to realtors
Rent/Property tax		
Commission Expense		
Business Bank Account Balance on Dec 31 st		

Vehicle Expenses: if a car was necessary for business use, the following can be claimed

Total KMs travelled in year:		
KMs travelled for work in the year:		
Finance/Lease Payments		
Car Insurance		
Gasoline		Only include gasoline related to work
Car/number plate Registration		
Parking		Only parking related to work
Car Maintenance		

Home-Office Expenses: if you use your home as a place to work, the following can be claimed:

Number of Rooms in House:		Number of Rooms Used for Business:
Mortgage Interest		
Hydro Expense		
Electricity Expense		
Heat Expense		

Tax Information Sheet



Internet/Telephone/Fax		
Supplies Expense		This may include: toner for printer, paper, etc.
Property Insurance		
Property Tax		