

BUSINESS INFORMATION SHEET

Business name: _____

Address: _____

Type of business: _____

Date business started: _____

Is the business a partnership? YES / NO If so, your % _____

Is the business registered for GST? YES / NO

If YES:

Please provide GST number: _____

Registration date (or copy from CRA) _____

Are we filing the GST return? YES / NO

Per new CRA requirements:

How many Internet webpages and websites does your business earn income from?
(Enter 0, if none) _____

Provide the main webpage or site address(es): _____

Percentage of your gross income generated from the webpages and websites:
(If no gross income was generated from the internet - enter 0) _____ %

Do the following income and expenses include GST?

YES / NO

Total for the year

Business Income

Before GST

GST only

\$ _____

\$ _____

Cost of goods sold

Total for the year

Purchases for resale during the year

\$ _____

Year end inventory value at cost (if any)

\$ _____

Year starting inventory value at cost (if any)

\$ _____

Business Expenses

Total for the year

Advertising

\$ _____

Meals & entertainment

\$ _____

Business insurance (liability, E&O-no auto)

\$ _____

Interest and bank fees

\$ _____

Business tax, licences or fees

\$ _____

Business dues, memberships & subscriptions

\$ _____

Office supplies and expenses

\$ _____

Supplies and materials

\$ _____

Legal and accounting fees

\$ _____

Administration & management fees

\$ _____

Rent (not home office)

\$ _____

Maintenance & repairs (equipment - no auto)

\$ _____

Salaries, wages & benefits

\$ _____

Property taxes (not home)

\$ _____

Travel expenses:

 Accommodations/lodging

\$ _____

 Transportation

\$ _____

 Meals

\$ _____

Cell phone (business portion only)

\$ _____

Courier, delivery, freight and postage

\$ _____

Workers compensation premiums (WCB)

\$ _____

Private health plan (Blue Cross, etc)

\$ _____

Training and courses

\$ _____

Home Office Expenses:

if you are using a portion of your home for business purposes,
you can include prorated home expenses

Total square feet of home: _____
Square feet of office/business use: _____

Expenses

Total for the year

Before GST

GST only

Heat	\$ _____	_____
Electricity	\$ _____	_____
Water and sewer	\$ _____	_____
Maintenance and repairs	\$ _____	_____
Mortgage interest (no principle portion)	\$ _____	_____
Insurance (house or tenant)	\$ _____	_____
Condo/strata or admin fees	\$ _____	_____
Rent (if you don't own your home)	\$ _____	_____
Property taxes	\$ _____	_____
Other fees (describe):	\$ _____	_____
	\$ _____	_____

Automobile Expenses:

Year/make/model of vehicle used for business _____
Year purchased: _____
Purchase price: \$ _____
Current value: \$ _____
Kms driven for business use during the year _____
Total kms driven during the year _____

Expenses

Total for the year

Fuel	\$ _____	_____
Maintenance and repairs	\$ _____	_____
Insurance	\$ _____	_____
Licensing/registration	\$ _____	_____
Loan interest (no principle)	\$ _____	_____
Lease payments	\$ _____	_____
Parking	\$ _____	_____
Autoclub (AMA, etc)	\$ _____	_____
Other fees (describe):	\$ _____	_____
	\$ _____	_____

Major business purchases:

items over \$500 (net of GST) and with a life expectancy exceeding 1 year

<u>Description of item purchased</u>	<u>Purchase price</u>	
	<u>Before GST</u>	<u>GST only</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____