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STATEMENT OF BUSINESS OR PROFESSIONAL ACTIVITIES

BUSINESS INCOME

Sales, commissions, or fees (net of HST), not including HST _____
 HST _____
 Less: returns, allowance, and discounts _____

PROFESSIONAL INCOME

Income from professional fees (net of HST), not including HST _____
 HST _____
 Other income: _____

COST OF GOODS SOLD

Opening inventory _____
 Purchases during the year _____
 Direct wage costs _____
 Subcontracts _____
 Other costs _____
 Closing inventory _____

EXPENSES (ENTER BUSINESS PORTION ONLY)

Advertising _____
 Meals and entertainment – Schedule E _____
 Bad debts if included in sales _____
 Insurance _____
 Interest and bank charges – Schedule D _____
 Business, tax, fees, licenses, dues, memberships, subscriptions – Schedule C _____
 Office expenses – Schedule F _____
 Supplies _____
 Legal, accounting, and other professional fees _____
 Management and administration fees _____
 Rent _____
 Maintenance and repairs _____

Salaries, wages, benefits	_____
Property taxes	_____
Travel – Schedule G	_____
Telephone and utilities – Schedule H	_____
Fuel costs (except for motor vehicles)	_____
Delivery, freight and express – Schedule I	_____
Motor Vehicle Expenses – Schedule B	_____
Other expenses – Schedule K	_____
Business Use of Home Expenses – Schedule A	_____

SCHEDULE A – BUSINESS-USE-OF-HOME EXPENSES

Heat	_____
Electricity	_____
Insurance	_____
Maintenance	_____
Mortgage interest	_____
Property taxes	_____
Other expenses (please specify):	_____

TOTAL

Less: Personal use part	_____
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SCHEDULE B – MOTOR VEHICLE EXPENSES

Fuel and oil	_____
Interest	_____
Insurance	_____
License and registration	_____
Maintenance and repairs	_____
Leasing	_____
Other expenses (please specify):	_____

TOTAL

# of kilometers driven for business purposes per year	_____
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# of kilometers driven per year	_____
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SCHEDULE C – LICENSE , FEES AND DUES

Licenses, fees, dues	_____
Fees for seminars, meetings, and workshops	_____
Business registration and renewal fees	_____
Business tax	_____
Convention expenses	_____
Subscriptions	_____
TOTAL	_____

SCHEDULE D – INTEREST AND BANK CHARGES

Bank charges	_____
Interest on loans acquired for business purposes	_____
NSF cheques charge	_____
Charges for customized cheques	_____
Interest on credit cards	_____
TOTAL	_____

SCHEDULE E – MEALS AND ENTERTAINMENT

Dinners	_____
Liquor	_____
Gifts to customers, clients, business associates	_____
Tickets to events	_____
Promotion costs	_____
TOTAL	_____

SCHEDULE F – OFFICE EXPENSES

Stationery	_____
Courier	_____
Postage	_____
Printing	_____
TOTAL	_____

Office equipment, such as calculators, office desks, chairs, filing cabinets, telephones, typewriters, telephone answering machines, computer, etc. Provide lists, enter this data on Schedule J

SCHEDULE G – TRAVELLING EXPENSES

Plane and rail fares	_____
Taxis and public transit	_____
Hotels	_____
Meals	_____
Tips	_____
Gifts in lieu of accommodation	_____
Car expenses	_____
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TOTAL	_____

Note: If car used to travel, summarize all corresponding car expenses under traveling.

SCHEDULE H – TELEPHONE EXPENSES

Telephone – monthly	_____
Long distance	_____
Cell phone	_____
Paging	_____
Answering service	_____
Internet	_____
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TOTAL	_____

SCHEDULE I – DELIVERY

Delivery	_____
Freight	_____
Courier	_____
Postage	_____
<hr/> <hr/>	
TOTAL	_____

SCHEDULE J – SUMMARY OF BUSINESS ASSET PURCHASES

ASSET	VALUE
Equipment	_____
Office furniture	_____
Computers	_____
Cellphones and iPads	_____
Other:	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

SCHEDULE K – OTHER EXPENSES

ITEMIZE EXPENSE	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____