

**Business Activities Worksheet**

Name of the tax filer

Year

Business name, if not personal name

Period, if not a full year

Business address

Main service or product

GST/HST number, if applicable

Your percentage of ownership, if not 100%

**Business Income**

Income

\$ \_\_\_\_\_

Other income, specify

\$ \_\_\_\_\_

Other income, specify

\$ \_\_\_\_\_

**Cost of Goods Sold (If Applicable)**

Purchases

\$ \_\_\_\_\_

Opening inventory

\$ \_\_\_\_\_

Ending inventory

\$ \_\_\_\_\_

Other direct cost, specify

\$ \_\_\_\_\_

Other direct cost, specify

\$ \_\_\_\_\_

Other direct cost, specify

\$ \_\_\_\_\_

**Expenses**

Advertising &amp; promotion

\$ \_\_\_\_\_

Supplies

\$ \_\_\_\_\_

Telephone &amp; internet

\$ \_\_\_\_\_

Business licence &amp; memberships

\$ \_\_\_\_\_

Management/Administration fees

\$ \_\_\_\_\_

Travel

\$ \_\_\_\_\_

Meals &amp; entertainment

\$ \_\_\_\_\_

Rent

\$ \_\_\_\_\_

Interest &amp; bank charges

\$ \_\_\_\_\_

Bad debts

\$ \_\_\_\_\_

Repairs &amp; maintenance

\$ \_\_\_\_\_

Insurance

\$ \_\_\_\_\_

Salaries, wages &amp; benefits

\$ \_\_\_\_\_

Major asset purchased, specify

\$ \_\_\_\_\_

Major asset purchased, specify

\$ \_\_\_\_\_

Other expense, specify

\$ \_\_\_\_\_

Other expense, specify

\$ \_\_\_\_\_

Other expense, specify

\$ \_\_\_\_\_

## Summary of Business Activities

Please use this worksheet to summarize business revenue and expenses of your business, professional or commission businesses. If you have multiple businesses, please enter each business on a separate sheet.

## About Business Activities

Please refer to the explanation below of each category on the form. For those who would like us to summarize the income and expense, please refer to the table re the Document to Submit.

If you are a GST/HST registrant, please indicate the total amount and sales taxes amount.

Category	Example(s)	Document to Submit
Business Income	<ul style="list-style-type: none"><li>• Total business income from January 1 to December 31</li></ul>	<ul style="list-style-type: none"><li>• Summary of business income</li></ul>
Purchases	<ul style="list-style-type: none"><li>• Cost of purchases for resales</li></ul>	<ul style="list-style-type: none"><li>• Purchases invoices or receipts</li></ul>
Advertising & promotion	<ul style="list-style-type: none"><li>• Online marketing, online advertisement, Canadian newspaper or local magazine ads, prints, gifts to clients, business card</li></ul>	<ul style="list-style-type: none"><li>• Invoice or receipt from service providers</li></ul>