

BUSINESS INCOME TAX ORGANIZER

This is a guide intended to assist you in preparing for income tax filing.

It does not necessarily include everything that may be applicable in your specific situation.

We need a copy of your last filed income tax return (if we did not prepare it) and a recent notice of assessment or reassessment.



ZOE KLEIN & COMPANY

1240 BAY STREET,
SUITE 401,
TORONTO, ON M5R 2A7
TEL 416.323.3709
FAX 416.323.3406
EMAIL OFFICE@ZOEKLEIN.CA
WWW.ZOEKLEIN.CA

ACCOUNTING SERVICES

IDENTIFICATION

What is your main product or service?

Name of business

Business address

Fiscal year end (usually Dec. 31)

INCOME

Income reported on T4A slips

Income not reported on T4A slips

Other Sales

Commissions

or Fees

Per diems

Royalties

Other Income

GST/HST REGISTRANTS

Does the above income include GST/HST collected? Yes No - does not include GST/HST

GST/HST collected

Input Tax Credits claimed

Residents of BC or Ontario: how much GST did you collect before July 1

and how much HST did you collect after July 1?

What GST/HST calculation method do you use?

- Regular or Simplified Method
- Quick Method
- I Don't Know

COST OF GOODS SOLD

Inventory at beginning of year

Purchases during the year

Wage and subcontract costs

Other costs

Inventory at end of year

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EXPENSES

We don't need to see them, but you should have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Please indicate if expenses Yes includes or No exclude GST/HST::

ACCOUNTING / TAX PREPARATION	Yes <input type="checkbox"/> No <input type="checkbox"/>
ADVERTISING / PROMOTION / PUBLICITY	Yes <input type="checkbox"/> No <input type="checkbox"/>
BAD DEBTS	Yes <input type="checkbox"/> No <input type="checkbox"/>
BANK CHARGES	Yes <input type="checkbox"/> No <input type="checkbox"/>
BUSINESS TAX / FEES / LICENSES	Yes <input type="checkbox"/> No <input type="checkbox"/>
CONVENTION EXPENSES	Yes <input type="checkbox"/> No <input type="checkbox"/>
CONSULTANTS	Yes <input type="checkbox"/> No <input type="checkbox"/>
DELIVERY/SHIPPING/FREIGHT	Yes <input type="checkbox"/> No <input type="checkbox"/>
EQUIPMENT RENTALS	Yes <input type="checkbox"/> No <input type="checkbox"/>
INSURANCE OF BUSINESS ASSETS	Yes <input type="checkbox"/> No <input type="checkbox"/>
INTEREST ON BUSINESS LOANS	Yes <input type="checkbox"/> No <input type="checkbox"/>
LEGAL (PROVIDE BILLS PLEASE)	Yes <input type="checkbox"/> No <input type="checkbox"/>
MAINTENANCE AND REPAIRS	Yes <input type="checkbox"/> No <input type="checkbox"/>
MANAGEMENT AND ADMINISTRATION FEES	Yes <input type="checkbox"/> No <input type="checkbox"/>
MEALS AND ENTERTAINMENT - ENTER TOTAL AMOUNTS	
<input type="checkbox"/> FOR DOCUMENTED BUSINESS MEETINGS	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> FOR BUSINESS TRAVEL OUTSIDE HOME CITY	Yes <input type="checkbox"/> No <input type="checkbox"/>
OFFICE RENT (IF OUTSIDE HOME)	Yes <input type="checkbox"/> No <input type="checkbox"/>
OFFICE SUPPLIES	Yes <input type="checkbox"/> No <input type="checkbox"/>
OTHER SUPPLIES AND MATERIALS	Yes <input type="checkbox"/> No <input type="checkbox"/>
PROFESSIONAL DEVELOPMENT	Yes <input type="checkbox"/> No <input type="checkbox"/>
PROPERTY TAXES ON BUSINESS PROPERTY	Yes <input type="checkbox"/> No <input type="checkbox"/>
RESEARCH COSTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

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ACCOUNTING SERVICES

AUTOMOBILE

.....
 Total kilometers vehicle was driven

.....
 Kilometers driven for business

.....
 Did you acquire a new vehicle? Yes No

.....
 IF YES - please provide a copy of the bill of sale or the lease agreement.

Write down the total amounts for the vehicles.

.....
 Insurance

.....
 Maintenance/Repairs

.....
 License Fees

.....
 Gas And Oil

.....
 Loan Interest

.....
 Lease Charges

.....
 Parking

.....
 Car Washes

.....
 Auto Club Membership

EQUIPMENT PURCHASES & DISPOSALS

PURCHASES

DISPOSALS

.....
 Equipment/Office Furniture (provide breakdown)

.....
 Equipment/Office Furniture

.....

.....
 Computer Hardware

.....
 Computer Hardware

.....

.....
 Computer Software

.....
 Computer Software

.....

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