



ACCOUNTING SERVICES

IDENTIFICATION

What is your main product or service?

Name of business

Business address Address

Address (if different)

BN if HST registered

INCOME

Fees / Sales reported on T4a slips	_____	Fees / Sales NOT reported on T4a slips	_____
Other income	_____	Specify type	_____

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

What GST/HST calculation method do you use?

 Regular or Simplified Method

 Quick Method

 I Don't Know

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INVENTORY AT END OF YEAR

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 – include 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="radio"/> FOR DOCUMENTED BUSINESS MEETINGS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="radio"/> 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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BUSINESS USE OF HOME

Total square footage of home _____

Square footage of areas used for business purposes or _____ Total rooms in home _____

Number of rooms used for business purposes _____

Did you use the business area of the home exclusively for business purposes? _____

If an area was used partly for business and partly for personal purposes – please indicate that area’s square footage and the percentage of time it was used for personal purposes.

Write down the total amounts for the home:

Mortgage Interest _____

Rent Paid _____

Insurance _____

Property Taxes _____

Home Maintenance / Repairs _____

Heat _____

Hydro _____

Other Utilities _____

Security _____

Condominium Fees _____

Other Expenses _____

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AUTOMOBILE

Make / Model / Year of vehicle _____

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.
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License Fees	Gas And Oil
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Loan Interest	Lease Charges
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Parking	Car Washes
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Auto Club Membership _____

EQUIPMENT - OVER \$500

DID you buy or sell any equipment over \$500 during the year: If so, provide details:

PURCHASES DURING THE YEAR

DISPOSALS DURING THE YEAR

Equipment / Office Furniture (provide breakdown)	Equipment / Office Furniture
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● _____	● _____
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● _____	● _____
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● _____	● _____
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● _____	● _____
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Computer Hardware	Computer Hardware
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● _____	● _____
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● _____	● _____
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● _____	● _____
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● _____	● _____
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Computer Software	Computer Software
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● _____	● _____
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● _____	● _____
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● _____	● _____
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● _____	● _____
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