



Business or Professional Activities Checklist

- For **each business** you have, **complete one** of these forms.
- Return this form with your documentation.
- All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

Business Information

Your name			
Business name			
Description			
Business number			
If applicable, provide	<input type="checkbox"/> GST/HST Number		
Business address	Street		
	City		
	Province	Postal Code	
Type of business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership (see below) % of partnership owned by you: _____		
Partner 1	Name		% partnership
	Address		
Partner 2	Name		% partnership
	Address		

Income	Amount	GST/HST	Total ¹
Sales, commissions, income or fees			
Other income – please describe:			
Cost of Goods Sold			
Opening inventory = closing inventory in previous year			
Purchases during the year			

¹ If you are not required or do not want to file an GST/HST return, you can just complete the last column.



	Amount	GST/HST	Total
Sub-contracting costs			
Direct wage costs			
Freight & delivery charges			
Closing inventory – at year end			
Expenses			
Assets purchased costing over \$500. Description:			
Advertising, promotion and gifts			
Bad debts			
Business fees (memberships, dues, subscriptions)			
Business planning & strategy fees			
Education expenses (courses, learning materials, books)			
Fuel cost (except for motor vehicles)			
Home office (attach Workspace-in-the-Home Checklist)			
Insurance (excluding life insurance)			
Interest (bank, loans, credit cards, bank service charges)			
Repairs and maintenance at place of business:			
Computer parts & repairs			
Equipment repairs			
Building repairs			
Total repairs and maintenance			
Management fees			
Meals & entertainment			
Motor vehicles (attach Motor Vehicle Checklist)			
Office supplies (stationary, software, postage, courier)			
Professional fees (accounting & legal fees)			
Property taxes			
Rent			
Small tools & equipment purchases (less than \$500)			
Supplies (any direct supplies to business)			



	Amount	GST/HST	Total
Salaries, wages & benefits (incl. for family members) ²			
Telecommunications (cell phone, internet telephone)			
Travel (meetings & conventions)			
Unclaimed start up costs			
Utilities			
Other – please describe:			

² Please include copies of T4 slips and a T4 Summary related to the wages. If you are claiming for an apprentice, please note: contract#; date of apprenticeship, name and SIN of apprentice.

