

*When it counts.*

**CLIENT - BUSINESS INFORMATION SHEET**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Type of business: \_\_\_\_\_

Date business started: \_\_\_\_\_

Is the business a partnership?    **YES**    **NO**    If yes, your % \_\_\_\_\_

Is the business registered for GST?    **YES**    **NO**

**If YES:**

Please provide GST number: \_\_\_\_\_

Registration date (or copy from CRA) \_\_\_\_\_

Are we filing the GST return?    **YES**    **NO**

**Per new CRA requirements:**

How many Internet webpages and websites does your business earn income from?  
(Enter 0, if none) \_\_\_\_\_

Provide the main webpage or site address(es): \_\_\_\_\_  
\_\_\_\_\_

Percentage of your gross income generated from the webpages and websites:  
(If no gross income was generated from the internet - enter 0) \_\_\_\_\_

**CEBA Loan**

If you had a CEBA loan, has it been repaid?    **YES**    **NO**    If yes, amount & date \_\_\_\_\_

Any additional information concerning your business?

Do the following income and expenses include GST?

YES

NO

**Total for the year**

**Business Income**

**Before GST**

**GST only**

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

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

**Cost of goods sold**

**Total for the year**

Purchases for resale during the year

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

Year end inventory value at cost (if any)

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

Year starting inventory value at cost (if any)

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

**Business Expenses**

**Total for the year**

Advertising

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

Meals & entertainment

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

Business insurance (liability, E&O-no auto)

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

Interest and bank fees

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

Business tax, licences or fees

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

Business dues, memberships & subscriptions

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

Office supplies and expenses

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

Supplies and materials

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

Legal and accounting fees

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

Administration & management fees

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

Rent (not home office)

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

Maintenance & repairs (equipment - no auto)

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

Salaries, wages & benefits

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

Property taxes (not home)

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

Travel expenses:

    Accommodations/lodging

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

    Transportation

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

    Meals

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

Cell phone (business portion only)

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

Courier, delivery, freight and postage

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

Workers compensation premiums (WCB)

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

Private health plan (Blue Cross, etc)

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

Training and courses

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

**Home Office Expenses:**

if you are using a portion of your home for business purposes,  
you can include prorated home expenses

Total square feet of home: \_\_\_\_\_  
Square feet of office/business use: \_\_\_\_\_

**Expenses**

**Total for the year**

**Before GST**

**GST only**

Heat	\$ _____	_____
Electricity	\$ _____	_____
Water and sewer	\$ _____	_____
Maintenance and repairs	\$ _____	_____
Mortgage interest (no principal portion)	\$ _____	_____
Insurance (house or tenant)	\$ _____	_____
Condo/strata or admin fees	\$ _____	_____
Rent (if you don't own your home)	\$ _____	_____
Property taxes	\$ _____	_____
Other fees (describe):	\$ _____	_____
	\$ _____	_____

**Automobile Expenses:**

Year/make/model of vehicle used for business \_\_\_\_\_  
Year purchased: \_\_\_\_\_  
Purchase price: \$ \_\_\_\_\_  
Current value: \$ \_\_\_\_\_  
Kms driven for business use during the year \_\_\_\_\_  
Total kms driven during the year \_\_\_\_\_

**Expenses**

**Total for the year**

Fuel	\$ _____	_____
Maintenance and repairs	\$ _____	_____
Insurance	\$ _____	_____
Licensing/registration	\$ _____	_____
Loan interest (no principal)	\$ _____	_____
Lease payments	\$ _____	_____
Parking	\$ _____	_____
Autoclub (AMA, etc)	\$ _____	_____
Other fees (describe):	\$ _____	_____
	\$ _____	_____

**Major business purchases:**

items over \$500 (net of GST) and with a life expectancy exceeding 1 year

**Description of item purchased**

**Purchase price**

**Before GST**

**GST only**

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