

Business Information

Filing Date : _____ Year _____ Month _____ Day _____
 Tax Year : _____

PART 1. Basic Information

Business Address	Unit	Street #	Street Name
		City	Province Postal Code
Business Income	\$	Your percentage of the partnership %	
Occupation		Business Number (If applicable)	
Fiscal Period (If applicable)	From	To	

PART 2. Business Expenses

Expenses (Enter only the business part)

A	Advertising and promotion	\$	I	Office expenses	\$
B	Meals and entertainment	\$	J	Rent	\$
C	Bad Debts	\$	K	Salaries, wages and benefits	\$
D	Insurance	\$	L	Business taxes/licenses/membership	\$
E	Phone	\$	M	Professional fees	\$
F	Travel expenses	\$	N	Utilities	\$
G	Delivery, freight and express	\$	O	Interest and bank charges	\$
H	Management/Administration fees	\$	P	Other expenses (Specify)	\$

PART 3. Motor Vehicle Expenses

Make	Model	Maintenance and repairs	\$	
Kilometers driven in the tax year to earn business income		KM	License and registration	\$
Total kilometers driven in the tax year		KM	Business parking fees	\$
Fuel and oil	\$	Manufacturer's list price		\$
Insurance	\$	Others (Specify)		

Click relevant option	Lease, answer C + E	Finance, answer D + E	Buy out, answer A + B
A Date of buyout	Year Month Day	D Finance annual interest	\$
B UCC at the start of the year	\$	E Finance/Lease start & end date	From Year Month Day
C Lease payment per month	\$		To Year Month Day

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PART 4. Business-use-of-home expenses

Heat \$	Electricity \$	Insurance \$	
Maintenance \$	Mortgage interest \$	Property taxes \$	
Other expenses (Specify)			
Area of home used for workspace	sq ft	Total area of home	sq ft

Certification and Signature

I certify that the information given on this form is correct and complete, and fully discloses the related information.

PRINT NAME **SIGNATURE** **DATE(YYYY-MM-DD)**