



Phone: (519) 621-7822
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 **BUSINESS TAX RETURN: Expenses**

Please list all expenses that apply to your business.

If you have other expenses, not listed here, please add them to the list.

If your business registered for HST, separate the amount from expenses and write it beside each line.

Please print and complete this form before visiting our office.

AUTOMOBILE EXPENSES

a. Car (Year of Purchase and Price):
b. Total km's driven during year, and percentage driven for business:
c. Annual Auto Insurance Premiums:
d. Auto Registration, Driver's License Renewal:
e. License Plate Sticker:
f. Gasoline Purchases:
g. Auto Repairs and Maintenance:
h. Car Rentals:
i. Annual Car Leasing Charges:
j. Annual Auto Financing (Interest) Charges:
k. Parking , Inc. Monthly Charges:
l. Auto Club Membership (CAA, Etc.):

BUSINESS FEES

1. Lawyer's Fees (business related):
2. Fees Paid to an Accountant, Notary, Paralegal and / or Translator:

CAPITAL EXPENSES

3. Office Furniture: Bookcases, Light Fixture, Desk/Table and Chairs:
4. P.C. Hardware, incl. Upgrades (Purchase Price and Year):
5. P.C. Software, Computer Diskettes, Mouse, Cables:
6. Telephone , Fax, answering Machine (Purchase Price and Year):

7. Cellular Telephone and / or Pager (Purchase Price and Year):

INTEREST EXPENSES

8. Credit Card Annual Fees and Interest:

9. Banking Charges and Fees, Incl. Monthly Services:

10. Business Loan Interest Paid:

11. Mortgage Interest Paid:

OFFICE EXPENSES

12. Office Rent:

13. Mail Box/ Safety Deposit Box Rental Fees:

14. Courier, Parcels, Postage Stamps, Registered Mail:

15. Stationery: Pens' Pencils, Paper, Calculator, Office Supplies:

16. Books, Newspapers and Magazines:

PROMOTIONS & GIFTS

17. Local Meals: Restaurant, Cafe, Bar:

18. Entertainment (Movie, Theatre, Exhibition, Tickets):

19. Art & Craft Gifts:

OFFICE IN HOME

20. Apartment Rent paid throughout the year/ Name of landlord:

21. Annual Property Taxes (Final Bill):

22. Total Area of Apartment/House: _____ Total Area of Office Space: _____

23. Utilities: Hydro _____, Water _____, Gas _____

24. Home/ Business Insurance:

25. Home/ Business Maintenance and Repairs, incl. Monthly Fees:

SUPPLIES

26. Paper Towels, Napkins, Cleansers, Garbage Bags:

27. Tools, Supplies, ,Materials:

TELEPHONE EXPENSES

28. Long Distance Calls:

29. Telephone Business Line:

30. Cellular Phone:

TRAVEL EXPENSES

31. Air/Sea/ Land Transportation Tickets, Hotel, Visa, Passports:
32. Foreign Meals, Entertainments and Gifts:
33. Transit Passes:

OTHER BUSINESS EXPENSES

34. Advertising and Business Card:
35. Printing:
36. Flowers and Plants:
37. Maintenance and Repairs:
38. Membership and License fees: Professional _____
39. Bad Debts:
40. Salaries, Wages, Benefits:
41. Internet:
42. Web design:

OTHER FORMS AND SLIPS FOR PERSONAL INCOME TAX

- Rent payment receipts and name of landlord
- Property Tax Final Bill
- T4 , T4A slip from work
- T5, T3 bank interest/investment
- T5007 social assistance/' work compensation
- T2002A college/ university fees paid
- T4(OAS), T4P income from Pension
- RRSP slips
- Charitable Donations
- Day Care/ Child Care
- Medical Bills (dentist, medication)
- Moving Expenses
- Public Transit Passes
- Children's Fitness Amount Receipts

Please include any other documents that be relevant to the preparation of the tax return.
