



Small Business Worksheet - HST Registrants Form Year _____

****All totals *should* include HST****

Client Name	
Business #	
Date Registered	

Do you have access to CRA Business Account Online? **YES or NO** _____

Income	Total	Notes
Total Sales (Prior to registering for HST)		
Total Sales (With HST)		
Total Sales (Exempt from HST)		

Expenses	Total	Notes
Purchases		
Direct Wage Costs		
Subcontractors (No HST)		
Subcontractors (With HST)		

Advertising		
Meals and Entertainment		
Bad Debts		
Insurance (Business)		
Interest & Bank Charges		
Business Licenses & Memberships		
Office Expenses		
Professional Fees		
Rent (Space rented outside of home)		
Repairs & Maintenance - Equipment		
Repairs & Maintenance - Rental Space		
Salaries & Wages - Indirect Wages		
Property Taxes (Business Owned Property)		
Travel Expenses (Hotels, etc.)		
Utilities - Telephone		
Utilities - Internet (Rental space)		
Utilities - Heat/Hydro/Water (Rental space)		
Other -		
Other -		



Vehicle Expenses		Total	Notes
Year, Make, & Model of Vehicle			
Total Km's Driven in the Year			
Total Km's Driven for Work in the Year			
Vehicle - Fuel			
Vehicle - Insurance			
Vehicle - Repairs & Maintenance			
Vehicle - Leasing Costs			
Vehicle - Financing - Interest Paid on Loan			
Vehicle - Parking			
Vehicle - 407 Costs			
Business Use Of Home (B.U.H)		Total	Notes
Total Area of the Home			
Total Area Used for Business			
Is home being used for a rental or spouse/partners B.U.H? YES or NO ____			
Heat			
Electricity			
Water			
Water Heater Rental			
Home or Renter's Insurance			
Maintenance - Home			
Maintenance - Home Office Space Only			
Mortgage Interest Only (Not Payment)			
Property Taxes			
Rent			
Internet in Home			
Capital Assets Purchased (Assets over \$1000)			
Date	Asset	Price	Notes