



Small Business (No HST) Form Year _____

Client Name _____

Will you be reaching the \$30,000 income threshold next year? **YES or NO** _____

Income	Total	Notes
Total Sales		

Expenses	Total	Notes
Purchases		
Direct Wage Costs		
Subcontractors		

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, meals, 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 Only		
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 a spouse/partners B.U.H?		YES or NO _____	
Heat			
Heat			
Electricity			
Electricity			
Water			
Water			
Water Heater Rental			
Water Heater Rental			
Home or Renters Insurance			
Home or Renters Insurance			
Maintenance - Home			
Maintenance - Home			
Maintenance - Home Office Space Only			
Maintenance - Home Office Space Only			
Mortgage Interest (Not a mortgage payment)			
Mortgage Interest (Not a mortgage payment)			
Property Taxes			
Property Taxes			
Rent			
Rent			
Internet - Home Office Only			
Internet - Home Office Only			
Capital Assets Purchased (Assets over \$1000)			
Date	Asset	Price	Notes