

(Complete Auto and OIH sections first, and only then complete General area. Do not write a figure in two places)

BUSINESS NAME

Activity / Period / Etc.

GST Registrant: Y N

Conventional / Quick

Business Number:

GST Notes:

INCOME: Sales \$ _____ **GST \$** _____ **Total \$** _____

(Figures below: include do not include GST) (circle one)

- General Business
 Professional
 Commission

EXPENSES: (COGS)

Inventory (From PY) _____
Inventory Purchases _____
Subcontract / other _____
Closing Inventory _____

GENERAL EXPENSES:

Advertising _____
Meals & ent. _____
Bad debts _____
Insurance _____
Interest & bank _____
Business lic/dues _____
Office expenses _____
Supplies _____
Professional fees _____
Mgmt & admin _____
Rent _____
Repairs & main _____
Salaries & wages _____
Property taxes _____
Travel _____
Telephone & util _____
Fuel (not auto) _____
Delivery & freight _____
Other: _____
Other: _____
Other: _____

AUTOMOBILE EXPENSES:

Model _____
KM Driven for Business _____
Total KM Driven in Year _____
Fuel & Oil _____
Interest _____
Insurance _____
Repair & main _____
Leasing _____
Parking _____
Other _____

OIH Expenses NEW due to COVID-19? **Y N**

Option 1 (*if eligible): # of Days @ \$2.00/Day _____

Option 2: Signed T2200s Rec'd **Y** and details below...

OFFICE IN HOME (OIH):

Address _____
Office area for business _____
Total area of home _____
Heat _____
Electricity _____
Insurance _____
Maintenance _____
Strata fees _____
Mortgage int _____
Prop taxes _____
Rent _____
Other _____

Other Notes:

* Employees must have worked more than 50% of the time from home over a period of at least four consecutive weeks in 2020

** Potential online calculator to help with calculation of number of days available at <https://www.timeanddate.com/date/workdays.html>