

BUSINESS NAME
Activity / Period / Etc.

GST Registrant: Y N
Conventional / Quick
Business Number: _____

GST Notes: _____

Complete AUTO and OIH sections first, and then COGS & GENERAL areas if required. Do not write a figure in two places

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

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

 Professional

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: _____

AUTOMOBILE EXPENSES:

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

 Working From Home Expenses * ? **Y** **N**

 Signed T2200 Req'd & Rec'd **Y** ...details below...

OFFICE IN HOME (OIH):

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