

## Business or Professional Activities Checklist

- For **each business** you have, **complete one** of these forms.
- Return this form with your documentation.
- All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

### Business Information

Your name				
Business name				
Description				
Business number				
If applicable, provide	<input type="checkbox"/> GST/HST Number			
Business address	Street			
	City			
	Province		Postal Code	
Type of business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership (see below) % of partnership owned by you: _____			
Partner 1	Name		% partnership	
	Address			
Partner 2	Name		% partnership	
	Address			

Income	Amount	GST/HST	Total <sup>1</sup>
Sales, commissions, income or fees			
Other income – please describe:			
<b>Cost of Goods Sold</b>			
Opening inventory = closing inventory in previous year			
Purchases during the year			

<sup>1</sup> If you are not required to or do not want to file an GST/HST return, you can just complete the last column.

	Amount	GST/HST	Total
Sub-contracting costs			
Direct wage costs			
Freight & delivery charges			
Closing inventory – at year end			
<b>Expenses</b>			
Assets purchased costing over \$500. Description:			
Advertising, promotion and gifts			
Bad debts			
Business fees (memberships, dues, subscriptions )			
Business planning & strategy fees			
Education expenses (courses, learning materials, books)			
Fuel cost (except for motor vehicles)			
Home office (attach Workspace-in-the-Home Checklist)			
Insurance (excluding life insurance)			
Interest (bank, loans, credit cards, bank service charges)			
<b>Repairs and maintenance at place of business:</b>			
Computer parts & repairs			
Equipment repairs			
Building repairs			
<b>Total repairs and maintenance</b>			
Management fees			
Meals & entertainment			
Motor vehicles (attach Motor Vehicle Checklist)			
Office supplies (stationary, software, postage, courier)			
Professional fees (accounting & legal fees)			
Property taxes			
Rent			
Small tools & equipment purchases (less than \$500)			
Supplies (any direct supplies to business)			

	Amount	GST/HST	Total
Salaries, wages & benefits (incl. for family members) <sup>2</sup>			
Telecommunications (cell phone, internet telephone)			
Travel (meetings & conventions)			
Unclaimed start up costs			
Utilities			
Other – please describe:			

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<sup>2</sup> Please include copies of T4 slips and a T4 Summary related to the wages. If you are claiming for an apprentice, please note: contract#; date of apprenticeship, name and SIN of apprentice.