



# GLOBAL LINK TAX

## Business Tax

Address: 1 Elmhurst Ave (2 Blocks North of Yonge & Sheppard Subway)

Phone: 416-225-8686 Email: globalinktax@gmail.com

Business hours: 9 – 8:30 pm (Mon-Fri), 10 - 5 pm (Sat and Sun)

### BASIC INFORMATION

Business Name

CRA Business Number (If any)

Year End

☐ Prior year's return / NOA

☐ HST return

### INCOME

Sales, commission, etc. (Total before HST)

☐ HST collected

#### Capital Costs

☐ Equipment, Computers, Furniture and Software

Amount Paid and Date (HST included Y/N?)

☐ HST Paid

#### Cost of Sales

☐ Beginning inventory at Jan 1 (valued at cost)

☐ Material Purchased for resale

☐ Closing inventory at Dec 1 (valued at cost)

### EXPENSES

Note - include all documents and receipts. Do not include HST paid unless you are not registered or use the quick method:

#### Auto Expenses

☐ Fuel and Oil

☐ Insurance

☐ Interest and Finance charges

☐ License, Dues and Fees

☐ Repairs and Maintenance

☐ Lease costs

☐ Parking

#### Vehicle

☐ Make/ Model/ Year

☐ Date Purchased/ Leased

☐ Original Cost of Vehicle/ List Price  
(If leased)

☐ Odometer at Beginning of Year

☐ Odometer at End of Year

☐ Portion Used for Business  
(or % if known)

☐ Auto/ Travel Logbooks

#### Specific Business Expense

☐ Advertising

☐ Bad Debts

☐ Delivery and Freight (Postage, Courier)

☐ Insurance - Business

☐ Interest and Bank Charges

☐ Internet

☐ Maintenance and Repairs (Except auto)

☐ Management and Administration fees

☐ Meals and Entertainment

☐ Membership dues, fees,  
licenses and subscriptions

☐ Office Expenses

☐ Private health premiums

☐ Professional fees (Accounting and Legal)

☐ Rent and Property taxes (Leased Space)

☐ Salaries, Wages and Benefits

☐ Seminars and Training

☐ Sub-Contracting paid

☐ Supplies

☐ Telephone and Utilities

☐ Travel

☐ Other Expenses

#### Home Office Expenses

(Personal expenses used partly for business)

☐ Electricity

☐ Gas (heat)

☐ Insurance (home)

☐ Maintenance

☐ Mortgage Interest

☐ Phone

☐ Property Taxes

☐ Repairs, Cleaning, Landscaping  
and Supplies

☐ Condo Fees

☐ Water

☐ Square footage of office space

☐ Total square footage of home

☐ % used for business

("Office space" divided by "Total Space")

This is not intended as a complete checklist.  
Contact us for more information.