

Business /Professional Activities

Tax Year 2024

Enter totals on this worksheet. We do not need receipts [BC Hydro, Cell, etc]

YOUR INFO

| | |
|----------------------|-----------------------|
| Your Name | Start Date [dd/mm/yy] |
| Business Name | Product/Service |
| Partner's Name & SIN | Partner's % |

BUSINESS INCOME

| | |
|----------------------------|---|
| Income [including GST+PST] | |
| GST Collected | Are we doing GST Return Yes <input type="checkbox"/> No <input type="checkbox"/> |
| GST Remitted | ACCESS CODE |
| PST Collected | GST forms included Yes <input type="checkbox"/> No <input type="checkbox"/> |
| PST Remitted | |

Notes: _____

BUSINESS EXPENSES

Expenses listed below are without GST or with GST GST # _____

| | |
|--|--|
| Advertising [biz cards/ads/gifts for clients] | Rent [office/studio/storage – NOT home office] |
| Meals & Entertainment [w/clients or biz travel] | Maintenance & Repairs |
| Bad Debts | Salaries / wages |
| Insurance [liability /WCB /etc] | Property Tax |
| Interest | Travel [air or land/ taxi/ bus/ hotel, etc] |
| Business License /memberships /subscriptions | Telephone [cell/ biz line/ long distance/ website] |
| Office Expenses | Fuel costs [NOT motor vehicle] |
| Supplies [material remains w/ client, eg. Paint] | Delivery/ freight/ courier |
| Accounting / legal /professional fees | Other expenses [list items you are unsure of] |
| Administration Fees | Subcontractors |

PURCHASE EQUIPMENT

Value over \$1,000 Yes No
 List item below and value at acquisition:
 Item _____ Value _____ Purchase Date _____
 Item _____ Value _____ Purchase Date _____

DISPOSE EQUIPMENT

Value over \$1,000 Yes No
 List item below and value at disposition:
 Item _____ Value _____ Disposal Date _____
 Item _____ Value _____ Disposal Date _____

MOTOR VEHICLE EXPENSES

| |
|----------------------------------|
| Car / year / make |
| New Vehicle? Cost & Market Value |
| Total mileage for the year |
| Business mileage only |
| Lease payments |
| Start date of lease |
| Fuel [total biz + personal] |
| Maintenance + Repairs |
| Insurance |
| License & registration |
| BCAA |
| Car loan interest |
| Parking charges |

HOME OFFICE USE (only)

| |
|---|
| Area of home used for business [sq ft] |
| Total area of home [sq ft] |
| # of rooms used for business |
| Total # of rooms |
| Heat [total amount of personal + biz] |
| Electricity [total] |
| Insurance [total] |
| Maintenance [total] |
| Phone [only dedicated biz line, NOT personal] |
| Internet [total] |
| Mortgage interest |
| Property Tax |
| Strata fee [or] Rent |