

Rose Tax Service

Business Expense Worksheet

All receipts for the months the business was in operation MUST be totaled prior to coming for your appointment. If you are not required to file an HST return, you do not need to break out your expenses, just fill in the total column.

	Before HST	HST	Total
Total Business Income:			

Business Expenses	Before HST	HST	Total
Advertising			
Meals & Advertising			
Bad Debts			
Business Insurance	XXXX	XXXX	
Interest (business only)	XXXX	XXXX	
Fees, licenses, dues, memberships, subscriptions			
Office Expenses			
Supplies			
Legal, Accounting & Fees			
Rent			
Maintenance, Repairs			
Salaries, wages, benefits*	XXXX	XXXX	
Property Taxes			
Travel			
Telephone			
Cell Phone & Pagers			
Internet			
Convention Fees			
Private Health Premiums	XXXX	XXXX	
Small Tool >\$200			
Computer Equipment			
Equipment/Tools <\$200			

Home Expenses	Before HST	HST	Total
Square foot of business use			
Square foot of home			
Heat			
Hydro			
Insurance	XXXX	XXXX	
Maintenance			
Property Taxes			
Mortgage Interest	XXXX	XXXX	

Motor Vehicle Expenses	Before HST	HST	Total
KMs driven for business			
Total KMs driven for year			
(Log is required to claim vehicle expenses)			
Gas			
Maintenace			
Insurance	XXXX	XXXX	
Licence			
Interest on Loan	XXXX	XXXX	
Lease Payments			
Parking			
CAA			
Capital Cost of Vehicle	XXXX	XXXX	

*include employer contributions