



Business or Prof Activities Checklist

Complete one of these forms for each of business you operate. All information should be supported by receipts and/or paperwork. We do not need the supporting documentation; however, we highly recommend that you keep all paperwork on file in case of an audit.

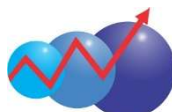
Your Name			
Business Name			
Description of business activities			
Business Number		GST/HST	YES NO
Business Address		City	
Province	Postal Code	Country	
Business Structure	Sole Proprietorship	Corporation	Partnership (see below)

Partner 1 Name	% Partnership
Address	
Partner 2 Name	% Partnership
Address	

E-commerce

Do you generate revenue from e-commerce or any other internet activity? If yes, provide sales reports or fill out the chart below.

Website	% of revenue or total sales
1.	
2.	
3.	
4.	



Income	Subtotal	GST/HST	Total
Sales, commissions, income, fees			
Other income - describe			
Cost of Goods Sold			
Opening balance of inventory			
Purchases during the year			
Sub-contracts			
Closing Balance of inventory at Year end			
Expenses			
Assets purchased that cost over \$500 each. Description:			
1.			
2.			
3.			
Advertising, promotion & gifts			
Meals & entertainment			
Bad debts			
Insurance (excluding life insurance)			
Interest and bank charges			
Business fees (memberships, dues, license, subscriptions)			
Office supplies (stationary, software, postage, courier)			
Supplies (any direct supplies to business)			
Professional fees (accounting and legal fees)			
Management fees			
Rent			
Salaries, wages and benefits (incl. for family members)			
Property Taxes			
Travel (meetings & conventions)			
Utilities			
Freight & Delivery fees			
Telecommunications (phone, internet, cell phone)			
Education or Professional Development			
Business planning and strategy fees			
Unclaimed start-up costs			
Repairs & maintenance at place of business			
Computer parts and repairs			
Equipment repairs			
Building repairs			
Total Repair & Maintenance Costs			
Other Expenses – describe:			
1.			
2.			
3.			
Small tools and equipment purchases (less than \$500 each)			
Vehicle Expenses (attach vehicle checklist)			
Home Office Expenses (attach home office checklist)			



