

# Kerry Lynn Armstrong, B. Comm, CPA, CA

Accounting • Corporate Tax • Personal Income Tax

## Business Income and Expenses for Tax Year 20\_\_

Name \_\_\_\_\_

Tel. # \_\_\_\_\_  
(home) \_\_\_\_\_ (work) \_\_\_\_\_

GST Registrant  Yes  No  
GST Filing Requirements:  Annual or  Quarterly ||  Quick method or  Long method

### Self-Employed Revenues

Income \$ \_\_\_\_\_ GST \$ \_\_\_\_\_ Total Revenue \$ \_\_\_\_\_  
(excluding GST)

<b>Expenses</b>	exclude GST <input type="radio"/>	include GST <input type="radio"/>
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Office at home	% of Home used for the Office:	
Heat		Property Taxes
Electricity		Rental payments
Insurance (home)		Condo Fees
Maintenance		Water
Mortgage interest		Other
<b>General Overhead</b>		
Advertising		* Professional fees: Accounting
Memberships / Dues		Legal
Delivery, freight		Consulting
* Insurance: Business		Rent / Leasing
Health plan		Salary / Wages
Interest / bank charges		* Travel: Air / Bus / Train
Maintenance / Repairs		Hotel
Management / Admin Fees		Taxi
Meals / Entertainment (100%)		* Telecommunication: Internet
* Office expense: Supplies		Phone/cell phone
Photocopy		Training/conferences
Supplies (Books / Magazines)		Other
<b>Vehicle Expenses</b>		
Total km.		Business km.
Fuel		Leasing cost
Interest		Parking
Insurance		* Other: Auto Association
License		Washing
Repairs		Car Rental
<b>New Assets</b>		
Furniture, equipment (provide list)		Computer Hardware *
Vehicle		Computer Software

\* Expenses can be added together or separated as indicated.