

Legal name _____

Tax year _____

Business activities _____

GST/HST number _____ (If applicable)

GST/HST access code _____

Business operating period _____ (YYYY/MM/DD to YYYY/MM/DD)

Frist year of the business? Yes No

Gross Income	Amount (CAD) before GST/HST	GST/HST after GST/HST
Business income		
Commission income		
Other income		

Business Inventory <i>*Receipt for each claim must be kept on your own responsibility.</i>	Amount (CAD) before GST/HST	GST/HST after GST/HST
Opening inventory		
Purchase during the year		
Direct wage costs		
Subcontractors		
Other costs		
Closing inventory		

Self-employed business deductions* <i>*Receipt for each claim must be kept on your own responsibility.</i>	Amount (CAD) before GST/HST	GST/HST after GST/HST
Advertising		
Meals and entertainment		
Insurance		
Interest and bank charges		
Membership and business licences		
Office expenses		
Professional fees		
Management and administration fees		
Office/retail rent		
Repairs and maintenance		
Salaries, wages, and benefits		
Office/retail property taxes		
Travel expenses		
Office/retail utilities		
Delivery, freight, and express		

Equipment

Item	Purchase date (YYYY/MM/DD)	Purchase price (before GST/HST)	GST/HST

Motor Vehicle Expense

Make/Model	_____	year	_____
Acquisition date	_____	Disposition date	_____
Ownership %	_____	Is it lease?	_____
Business km	_____	Total km drove	_____
Claim method	Simplified Detailed (fill out "method two" section)		

Method one: Simplified Method*

*To claim with simplified method, a fixed rate provided by CRA will be used to calculate the expense. For example, in Ontario, the 2022 rate is \$0.61 per kilometer for the first 5000km, and \$0.55 for every kilometer over 5000.

Method two: Detailed Method

***Receipt for each claim must be kept on your own responsibility.**

**Amount (CAD)
before GST/HST**

**GST/HST
after GST/HST**

Gas		
Interest		
Insurance		
Licence and registration fees		
Maintenance and repairs		
Leasing cost		

Other expenses

Home Office Expense

Total home sf _____ Work area sf _____

Total business-use-of-home expense	Amount (CAD) before GST/HST	GST/HST after GST/HST
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Heat		
Electricity		
Insurance		
Maintenance		
Mortgage interest		
Property tax		

Other expense

Notes