

# Business Activities Statement Checklist

Dear Client,

We want to make sure we maximize your refund and get you every tax credit and deduction you're entitled to. So before you visit our office, make sure you have all the receipts and income records we will need to help minimize your taxes. To complete your business activities forms (self-employed / partnership) we will need the following information:

	TOTAL	HST
REVENUE		
SALES/INCOME		
COST OF SALES		
OPENING INVENTORY		X
PURCHASES DURING THE YEAR		
CLOSING INVENTORY		X
OPERATING EXPENSES		
AUTOMOBILE (For Corporation only Gas)		
% BUSINESS		X
GAS		
REPAIRS		
INSURANCE		

	TOTAL	HST
INTEREST		
LEASE		
LICENCE FEE		
CAR WASHES		
RENT		
PARKING		
407 ETR		
OFFICE AT HOME/OCCUPANCY COSTS		
% BUSINESS		X
MORTGAGE INTEREST		
INSURANCE		
PROPERTY TAX		
CONDO FEES		
REPAIRS		
SECURITY		
WATER		
HYDRO		
GAS		
ADVERTISING / GIFTS		
BUS. TAX, FEES, LICENCES, DUES,		
DELIVERY, FREIGHT & EXPRESS		
LIABILITY INSURANCE		

	TOTAL	HST
BANK CHARGES/INTEREST		
MEALS/ENTERTAINMENT		
PRINTING		
OFFICE EXPENSES		
SUPPLIES		
LEGAL, ACCOUNTING		
TRAVEL & TRANSPORTATION		
TELEPHONE (Cell, Long Distance)		
INTERNET		
PROMOTIONS (LCBO)		
SUBCONTRACTS		
UNIFORMS		
EQUIPMENT/AUTO PURCHASES		
SMALL TOOLS/SOFTWARE/BOOKS		
FURNITURE & FIX		
COMPUTER		