



## FINANCIAL/ TAX SERVICES

214 - 101 CHERRYHILL BLVD. • LONDON, ONTARIO N6H 4S4

Tel (519) 438-6216 Fax (519) 438-3921 [www.financialtaxservices.ca](http://www.financialtaxservices.ca)

### Business Income and Expense Summary for the tax year \_\_\_\_\_ - Page 1

Name: \_\_\_\_\_

#### Sales and Other Revenue

Sales, Commissions or Fees (Not including PST, GST, HST)	
Other Revenues	

#### Inventory

*If you do not have an inventory or if you do not resell items to your customers, skip to the “Expense” section.*

Beginning Inventory	
Purchase of Good for Resale	
Ending Inventory	

#### Expenses

Advertising	
Bad Debts	
Business Taxes, Licenses, Dues, Memberships, Subscriptions	
Delivery, Freight, and Express Charges	
Insurance (other than auto or house insurance)	
Bank Charges and Interest (other than on personal accounts)	
Maintenance and Repairs (other than on automobiles)	
Meals and Entertainment Expenses	
Office Expenses (e.g. stationery, postage, etc.)	
Supplies (any items used in your work which are not office expenses)	
Legal, Accounting, and Professional Fees	
Property Taxes (for a <u>Business Premises</u> you own - not your house taxes)	
Rent (for a <u>Business Premises</u> you rent which is away from your home)	
Salaries, Wages, and Benefits	
Travel (any travel expenses other than auto - e.g. airline tickets, hotel expenses, etc.)	
Telephone (for <u>Business Line</u> or <u>Business Long Distance Charges</u> - <b>not the charge for your home phone</b> )	
Utilities (paid on an office away from your home - not home utility expenses)	



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### Business Income and Expense Summary - Page 2

#### Auto Expenses

Fuel ( all fuel expenses including business and personal)	
Maintenance and Repairs	
Insurance	
Vehicle License	
Loan Interest Expenses (not the whole payment - just the interest portion)	
Leasing Payments (if the vehicle is leased rather than owned)	
Total Mileage Driven For The Year (Business and Personal Mileage Combined)	
Total Mileage Driven For The Year To Earn Self-Employment Income	

#### Home Office Expenses

Heat	
Electricity	
Insurance	
Maintenance & Repairs	
Mortgage Interest (not the total monthly payments - just the interest portion)	
Property Taxes	
Other Expenses (if any)	
Total Square Footage of your Home	
Total Square Footage of your Home Office	

#### Major Purchases

<b>Automobiles, Computers, Office Equipment, Etc.</b>	