

**BUSINESS CHECKLIST**

*Please use a separate form for each business. All information provided on this form should be supported with receipts which you should keep in event of an audit.*

Your Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Description \_\_\_\_\_

Type of Business       Sole Proprietor                       Partnership

Business Number \_\_\_\_\_

Do you have       GST/HST No.       WSIB No.       Other \_\_\_\_\_

Fiscal Period    From \_\_\_\_\_                      To \_\_\_\_\_

Business Address \_\_\_\_\_

Street number and Name                      City                      Province                      Postal Code

Name of Owner /Partners \_\_\_\_\_ Ownership \_\_\_\_\_%

Partner Address \_\_\_\_\_

Street number and Name                      City                      Province                      Postal Code

Name of Owner /Partners \_\_\_\_\_ Ownership \_\_\_\_\_%

Partner Address \_\_\_\_\_

Street number and Name                      City                      Province                      Postal Code

Was this your last year of business?     Yes     No

Did you use a personal vehicle for business? (If yes, attach Vehicle Checklist)     Yes     No

Did you use your home for business? (If yes, attach home office checklist)     Yes     No

| <b>Income</b>               | <b>Amount</b> | <b>GST/HST Amount</b> | <b>Amount Including GST/HST</b> |
|-----------------------------|---------------|-----------------------|---------------------------------|
| Sales, Commissions, or Fees | \$            | \$                    | \$                              |
| Interest Income             | \$            | \$                    | \$                              |
| Other Income (specify)      | \$            | \$                    | \$                              |
|                             | \$            | \$                    | \$                              |



| Cost of Goods Sold          | Amount | GST/HST Amount | Amount Including GST/HST |
|-----------------------------|--------|----------------|--------------------------|
| Opening Inventory           | \$     | \$             | \$                       |
| Purchases during year       | \$     | \$             | \$                       |
| Direct Wage Costs           | \$     | \$             | \$                       |
| Shipping and Delivery Costs | \$     | \$             | \$                       |
| Subcontract Costs           | \$     | \$             | \$                       |
| Other Costs (Specify)       | \$     | \$             | \$                       |
|                             | \$     | \$             | \$                       |
| Closing Inventory           | \$     | \$             | \$                       |

| Expenses                                       | Amount    | GST/HST Amount | Amount Including GST/HST |
|--|-----------|----------------|--------------------------|
| Advertising, Promotion, Gifts                  | \$        | \$             | \$                       |
| Bad Debt                                       | \$        | \$             | \$                       |
| Computer and Software                          | \$        | \$             | \$                       |
| Delivery and Courier                           | \$        | \$             | \$                       |
| Dues and Memberships                           | \$        | \$             | \$                       |
| Equipment Lease or rental                      | \$        | \$             | \$                       |
| Fuel Cost (except Motor vehicle)               | \$        | \$             | \$                       |
| Home Office (attach Home Office Checklist)     | \$        | \$             | \$                       |
| Insurance                                      | \$        | \$             | \$                       |
| Interest and Bank Charges                      | \$        | \$             | \$                       |
| Management fees                                | \$        | \$             | \$                       |
| Meals and Entertainment                        | \$        | \$             | \$                       |
| Motor Vehicle (attach Motor Vehicle Checklist) | \$        | \$             | \$                       |
| Office Supplies                                | \$        | \$             | \$                       |
| Professional Fees (legal, accounting)          | \$        | \$             | \$                       |
| Professional Development Courses               | \$        | \$             | \$                       |
| Property Taxes                                 | \$        | \$             | \$                       |
| Rent   | \$        | \$             | \$                       |
| <b>Repairs and Maintenance</b>                 |           |                |                          |
| Computer Parts and Repairs                     | \$        | \$             | \$                       |
| Equipment Repairs                              | \$        | \$             | \$                       |
| Building Repairs                               | \$ _____  | \$ _____       | \$ _____                 |
| <b>Total Repairs and Maintenance</b>           | <b>\$</b> | <b>\$</b>      | <b>\$</b>                |



| <b>Expenses (Cont'd)</b>     | <b>Amount</b> | <b>GST/HST Amount</b> | <b>Amount Including GST/HST</b> |
|------------------------------|---------------|-----------------------|---------------------------------|
| Salaries, Wages and Benefits | \$            | \$                    | \$                              |
| Supplies                     | \$            | \$                    | \$                              |
| Telecommunications           | \$            | \$                    | \$                              |
| Travel & Lodging             | \$            | \$                    | \$                              |
| Utilities                    | \$            | \$                    | \$                              |
| Other (specify)              | \$            | \$                    | \$                              |
|                              | \$            | \$                    | \$                              |
|                              | \$            | \$                    | \$                              |

| <b>Capital Addition in Year (over \$500 each)</b> | <b>Amount</b> | <b>GST/HST Amount</b> | <b>Amount Including GST/HST</b> |
|---|---------------|-----------------------|---------------------------------|
| Furniture and Appliances                          | \$            | \$                    | \$                              |
| Computer Equipment                                | \$            | \$                    | \$                              |
| Other Assets (specify)                            | \$            | \$                    | \$                              |
|   | \$            | \$                    | \$                              |
|   | \$            | \$                    | \$                              |

If you have any questions, please contact my office.