

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 2010 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

Income	Amount	GST/HST Amount	Amount Including GST/HST
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	\$	\$	\$
<u>Repairs and Maintenance</u>			
Computer Parts and Repairs	\$	\$	\$
Equipment Repairs	\$	\$	\$
Building Repairs	\$	\$	\$

Total Repairs and Maintenance	\$	\$	\$
Expenses (Cont'd)	Amount	GST/HST Amount	Amount Including GST/HST
Salaries, Wages and Benefits	\$	\$	\$
Supplies	\$	\$	\$
Telecommunications	\$	\$	\$
Travel & Lodging	\$	\$	\$
Utilities	\$	\$	\$
Other (specify)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

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

If you have any questions, please contact my office.