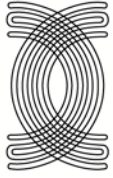


**BUSINESS INCOME & EXPENSES**

To be used for your unincorporated business.

<b>Gross Income</b>	
<b>Expenses</b>	
Purchases (Cost of sales)	
Bad Debts (if sale was recorded in gross income)	
Advertising	
Membership dues, membership & business related subscriptions	
Courier & postage	
Computer, fax, printers, telephones & electronic equipment purchased (any single item over \$250, provide itemized list and cost)	
Furniture & equipment purchased (any single item over \$250, provide itemized list and cost)	
Home office (refer to Office in Home Expenses Form 1B)	
Business assets & liability insurance	
Interest & bank service charges	
Maintenance of equipment or repair	
Subcontracted or freelance services	
Meals and Entertainment	
Motor Vehicle (refer to Motor Vehicle Expenses Form 1A)	
Rent on business property (aside from home office)	
Office & misc. supplies relating to business	
Other supplies	
Accounting / legal fee	
Salaries & employee benefits	
Travel (include conferences)	
Telephone (include internet, pager, cell phone & fax)	
Other (anything not in the above categories, please attach a list with descriptions)	
Professional development	

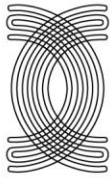
Are you registered for GST?  Yes  No Do above figures include GST?  Yes  No



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**HOME OFFICE EXPENSES**

Percentage of home used for business / home office (Please include square footage used for business; total square feet)	
Heating costs	
Electricity costs	
Water costs	
Home insurance premiums	
Maintenance costs (Not to include significant renovations – to be discussed separately).	
Mortgage interest	
Property taxes	
Rent (if applicable)	
Other expenses	



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**MOTOR VEHICLE EXPENSES**

Vehicle Make	Model	Year
Total kilometres driven tax year.		
Number of kilometres driven for business use (this does not include distance traveled to/from your office or your employer's office - CCRA considers this personal)		
If you own a vehicle :		
Original cost of the vehicle(including HST/GST/PST)		
Purchase date of vehicle, if you own it		
If vehicle is leased		
Monthly leasing payment (including HST/GST/PST)		
Date lease started and duration of lease in months		
Total gas costs for the year		
Total cost of repairs and maintenance		
Insurance paid		
License fee		
Parking costs		
Car Loan interest paid in the year, if car is financed (please provide a copy of the loan agreement)		
Did you receive a car allowance or reimbursement of expenses? If so, how much? Was any of it included in your taxable income?		
Other - CAA, towing etc.		