



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD/MM/YYYY

Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

It will soon be time to prepare your \_\_\_\_ tax return. Providing complete and accurate information will allow us to prepare your tax return timely and efficiently. With this in mind, we have attached a checklist and questionnaire to assist you gathering the required items.

**Your STATEMENT OF BUSINESS OR PROFESSIONAL ACTIVITIES**

Please enter applicable amounts below and note any questions.

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fiscal Period From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD / MM / YYYY DD / MM / YYYY

Main product or service: \_\_\_\_\_

Business number #: \_\_\_\_\_ RT \_\_\_\_\_

Was this your last year of business?: \_\_\_\_Y/N

How many Internet web pages does your business earn income from? \_\_\_\_\_

List below the site address (URL addresses) of your main web pages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of your gross income generated from the above web pages? \_\_\_\_%

**Business Income**

\$ \_\_\_\_\_.

Gross sales, commissions, or fees (include GST/HST collected or collectable)

\_\_\_\_\_.

GST/HST (included in gross sales, commissions, or fees above)

**Cost of goods sold**

\_\_\_\_\_.

Purchases during the year (net of returns, allowances, and discounts)  
(goods for resale, products used for specific clients.)

\_\_\_\_\_.

Direct wage costs

\_\_\_\_\_ Y/N

Have T4's been competed?

\_\_\_\_\_.

Subcontracts

\_\_\_\_\_ Y/N

Have T4A's been competed?

\_\_\_\_\_.

Other cost of goods sold

**Expenses**

\_\_\_\_\_.

Advertising and Promotion (business cards, samples, flyers, awards, media)

\_\_\_\_\_.

Food, beverages, meals & entertainment (Enter full amount - 100%)  
(Document client name and business reason on receipt)  
(Include sporting events, concert & theatre. Exclude golf green fees)

\_\_\_\_\_.

Bad debts

\_\_\_\_\_.

Business Insurance / WSIB / Professional liability insurance.  
(Exclude life and disability insurance.)

\_\_\_\_\_.

Interest (Bank charges, line of credit, credit card charges)

\_\_\_\_\_.

Business tax, fees, licenses, dues, memberships and subscriptions

\_\_\_\_\_.

Office expenses

\_\_\_\_\_.

Supplies - office & computer (used for all clients, general purpose use)

\_\_\_\_\_.

Accounting, legal and other professional fees

\_\_\_\_\_.

Management and administration fees

\_\_\_\_\_.

Office Rent (premises outside the home only)

\_\_\_\_\_.

Maintenance and repairs (on business premise or equipment)

\_\_\_\_\_.

Salaries, wages and benefits (including employer's contributions)

\_\_\_\_Y/N

Have T4's been competed?

\_\_\_\_\_.

Property taxes (premises outside the home only)

\_\_\_\_\_.

Travel (including hotel, accommodations, airline, bus, train, taxi)

\_\_\_\_\_.

Telephone and utilities

**Record ONLY utilities for premises outside the home** (Electricity, Hydro & water-heater rental, city water, heat-Enbridge gas, propane, firewood, city water)

(See business-use-of-home section below for home utilities.)

**Record** business portion of telephone, internet, long distance, cellular)

\_\_\_\_\_.

Fuel costs (except for motor vehicles - for heavy equipment or fleet vehicles)

\_\_\_\_\_.

Delivery, freight and express courier

**Motor vehicles**

\_\_\_\_\_

Motor Vehicle - Make

\_\_\_\_\_

Motor Vehicle - Model

\_\_\_\_\_ YYYY

Motor Vehicle - Year

\_\_\_/\_\_\_/\_\_\_ DD/MM/YYYY

Motor Vehicle - Date acquired (provide purchase agreement)

\_\_\_\_\_ Km

Motor Vehicle - Total Km driven in tax year

\_\_\_\_\_ Km

Motor Vehicle - Business Use Km

(For each business trip, keep a log listing the following: date, destination, purpose, number of kilometres.)

\_\_\_\_\_ Km

Motor Vehicle - Personal Use Km

\_\_\_\_\_.

Parking & tolls (407), excluding parking/speeding tickets

\_\_\_\_\_.

Motor Vehicle - Employer reimbursements for personal vehicle use

\_\_\_\_\_.

Motor Vehicle - Fuel

\_\_\_\_\_.

Motor Vehicle - Maintenance & repairs, (oil changes, car washes)

\_\_\_\_\_.

Motor Vehicle - Insurance / Roadside Assistance

\_\_\_\_\_.

Motor Vehicle - License & Registration

\_\_\_\_\_.

Motor Vehicle - Interest on vehicle loan (provide loan agreement)

\_\_\_\_\_.

Motor Vehicle - Leasing costs (provide lease agreement)

**Other expenses**

- \_\_\_\_\_.\_\_\_\_\_ Small tools / equipment < \$500
- \_\_\_\_\_.\_\_\_\_\_ Training costs, professional development
- \_\_\_\_\_.\_\_\_\_\_ Equipment Rental / Leases
- \_\_\_\_\_.\_\_\_\_\_ Other expenses, specify
- \_\_\_\_\_.\_\_\_\_\_ Other expenses, specify
- \_\_\_\_\_.\_\_\_\_\_ Other expenses, specify

**Business-use-of-home expenses**

- \_\_\_\_\_ Area of home used for employment (sq. ft. or # rooms)
- \_\_\_\_\_ Total area of home (sq. ft. or # rooms)
- \_\_\_\_\_.\_\_\_\_\_ Heat (Enbridge gas, propane, firewood)
- \_\_\_\_\_.\_\_\_\_\_ Electricity (Hydro, water heater rental)
- \_\_\_\_\_.\_\_\_\_\_ Insurance (including mortgage insurance)
- \_\_\_\_\_.\_\_\_\_\_ Maintenance (to maintain soundness of dwelling, not home improvement)
- \_\_\_\_\_.\_\_\_\_\_ Mortgage interest (exclude the principle repayments)
- \_\_\_\_\_.\_\_\_\_\_ Property taxes
- \_\_\_\_\_.\_\_\_\_\_ Other, specify (incl. alarm monitoring)

**Assets Purchased > \$500 (useful life beyond one year)**

\_\_\_\_\_.\_\_\_\_\_ Computers  
\_\_\_\_\_.\_\_\_\_\_ Office Furniture & Equipment  
\_\_\_\_\_.\_\_\_\_\_ Equipment  
\_\_\_\_\_.\_\_\_\_\_ Signage  
\_\_\_\_\_.\_\_\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Signing date DD / MM / YYYY

Please return completed form to:  
Debbie Sitzer Professional Corporation, 9 - 250 Bayview Drive, Barrie, ON L4N 4Y8  
Alternatively, scan and e-mail it to [debbie@debbiesitzer.com](mailto:debbie@debbiesitzer.com)