

Date: ___ / ___ / ___

DD/MM/YYYY

Address: _____

Name: _____

It will soon be time to prepare your _____ tax return (s). 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 _____

Are we preparing your HST returns? _____ Y/N

Would you like us to review the HST returns already filed? (\$125) _____ Y/N

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 completed?

_____ . _____ 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.)
(suggested apps: Drivers Note, Mile Bug or Mile IQ)

_____ 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 - Interest on vehicle loan (provide loan agreement)
See Limits for CCA/Depreciation <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/sole-proprietorships-partnerships/report-business-income-expenses/claiming-capital-cost-allowance/calculate-deduction-capital-cost-allowance.html>

_____ . _____ Motor Vehicle - Leasing costs (provide lease agreement)
See Limits <https://www.canada.ca/en/department-finance/news/2024/12/government-announces-the-2025-automobile-deduction-limits-and-expense-benefit-rates-for-businesses.html>

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
_____._____ Internet
_____._____ Other, specify (incl. alarm monitoring)

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

_____._____ Computers
_____._____ Office Furniture & Equipment
_____._____ Equipment
_____._____ Signage
_____._____ Other: _____

Signature: _____

Name and Signing date DD / MM / YYYY

Please return completed form to:
Debbie Sitzer Professional Corporation,
9 - 250 Bayview Drive, Barrie, ON L4N 4Y8
Or send securely through our encrypted file transfer service, [e-Courier](#).