

Business Income - For the period January to December

- * Break down revenues by source
- * Do not include HST if you are a HST registrant
- * Include any interest earned in your business, if not on a T5 in investment income
- * Include any fees charged to customers for NSF fees
- * Include any reimbursed expenses such as utilities, motor vehicle mileage, meals subsistence, etc.

Business Expenses	Backup
Accounting & Legal	Statement of accounts/invoices
Advertising	Receipts
Business meals, promotional meals	Receipts with names and business nature noted
Business taxes	Business tax statement
Bank charges	Summary from bank statements
Bank loan interest	Loan statement, terms or letter from bank
Convention expenses	Receipts, explanation of business purpose and summary of meals included in costs or number of days at convention
Courier costs and or postage	Receipts or courier company statements
Dues, memberships and fees	Receipts from business related organization
Equipment rental	Receipts from rental company or lease agreements
Motor vehicle	Log of business usage and total usage of each automobile used in the business and receipts or visa statements of gas & oil and receipts for any repairs to the motor vehicle and registration and insurance costs. Any lease agreement for leased automobiles and statement or letter from bank for any loan interest on automobile.
Office supplies and other office expenses	Receipts
Telephones and cellular phones	Statements and percentage used for business
Telephone or cable internet connections	Statements and percentage used for business
Other in-home office costs:	State size of office area and total sq. footage
- Interest	Mortgage statement or letter from bank
- Property tax	Property tax assessment
- Rent	Rental or lease agreement and cheques
- Repairs	Receipts and nature of repair to business
- Insurance	Insurance statement
Purchased goods for resale	Receipts, also include cost of ending inventory of the goods at year end.

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