

Personal Income Tax Business Income Worksheet

- Total all income and expenses and enter the summarized amounts below or attach a copy of your financial statements if you track your income and expenses with software.
- If you purchased any capital assets during the year, please provide the purchase documents, note if the asset is new or used, and indicate if the asset is currently available for use or, if not, when it will be available for use.
- If you have more than one business, please complete a separate worksheet for each business.
- Do not provide supporting documents to us, other than digital platform operator statements if applicable. However, you must keep all documents and receipts for your records in case CRA requests copies.

Income		Expenses	
Are you self-employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If "NO", you do not need to complete this table.	
		If you are a GST/HST registrant, please exclude GST/HST from expense figures listed below.	
Business: include sales, commissions or fees (including GST/HST)	\$	Cost of Goods Sold	\$
GST collected/collectible	\$		
Professional fees (including GST/HST)	\$	Advertising	\$
GST collected/collectible	\$	Insurance	\$
Farming	\$	Interest and bank charges	\$
Fishing	\$	Professional fees	\$
Government subsidies or grants:		Management fees	\$
	\$	Administration fees	\$
	\$	Repairs and maintenance	\$
	\$	Salaries, wages and benefits	\$
Other (specify):		Property taxes	\$
	\$	Utilities (if not included in home office)	\$
	\$	Automobile expenses: Complete: Automobile Worksheet	
	\$	Meals and entertainment	\$
	\$	Business taxes, licenses and memberships	\$
	\$	Office expenses	\$
		Rent	\$
		Travel expenses	\$
		Home office for self-employed: Complete the Home Office Worksheet	
		Total eligible ventilation expenses	\$
		Other (specify):	
			\$
			\$
Total Income	\$	Total Expenses	\$

If you are self-employed and you are, or should be, subject to GST/HST, it is your responsibility to ensure all GST/HST returns are filed and instalments or other payments are paid in a timely manner.

- Unless expressly included in the Engagement Letter, we will not be engaged to ensure compliance for GST/HST.