

# 2022 STATEMENT OF BUSINESS OR PROFESSIONAL ACTIVITIES

Name of Business: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Type of Business: \_\_\_\_\_

REVENUE (excl. HST)  HST Charged  Total Revenue   
(including HST)

If you wish for us to prepare you GST/HST return, please advise and supply your preprinted form

**EXPENSES (Other than automobile)**

Do the expenses listed below include GST/HST?

Yes  No

Advertising

Meals and Entertainment

Bad debts

Business insurance

Interest and bank charges

Memberships, dues, etc

Office Expenses

Office stationery and supplies

Legal and Accounting

Administration Fees

Rent

Maintenance and Repairs

Salaries

Property taxes (not for home)

Travel (other than car)

Parking

Tolls

Light, heat, water

Telephone - business line   % used in business

                  home   % used in business

                  cell   % used in business

                  Internet   % used in business

**BUSINESS USE OF HOME**

Total house area (sq. ft.)

Business use area (sq. ft.)

**EXPENSES**

Heat

Electricity

House insurance

Maintenance and Repairs

Mortgage Interest \*

Property taxes

Water

Rent

Condo fees

Internet

Other

\* please provide copy of mortgage statement

**COST OF GOODS SOLD**

Opening inventory

Purchases

Direct wage cost

Subcontracts

Other

Closing inventory

If you acquired or sold capital assets (computer, desk, etc.) for your business during the year, please provide details on a separate page. **(Please make sure to include the date of purchase)**

If you accept orders through your website, list the website address.

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

What percentage of your gross income was generated from the webpages (if none enter 0) \_\_\_\_\_

It is your responsibility to retain all documents used to complete this schedule.  
Estimates will not be accepted.