



**Small Business Tax Summary 2125 Form**

**Client Name** \_\_\_\_\_

**Business Trade Name** \_\_\_\_\_ is this trade name registered \_\_\_\_

**Business Address** \_\_\_\_\_  SAME AS HOME ADDRESS

**Business Number BN** \_\_\_\_\_  no number

**Main Product or Service** \_\_\_\_\_ Are you HST registered?  Yes  No

Are we doing your HST return(s)?  Yes  No If yes we require your netfiler number from your notice and do you file annually or quarterly? \_\_\_\_\_

**IMPORTANT: All amounts below must exclude HST if you are HST registered**

<b>Revenue</b>	<b>Excluding HST</b>
Total sales	\$ _____
Commissions or other Revenue	\$ _____

**Inventory**

Starting Inventory	\$ _____
Purchases, additions to inventory	\$ _____
Other cost (specify	\$ _____
Closing inventory	\$ _____

**Expenses**

Advertising	\$ _____
Meals	\$ _____
Bad debt	\$ _____
Insurance	\$ _____
Interest & Bank charges	\$ _____
Business tax, licences & memberships	\$ _____
Office expenses	\$ _____
Supplies & Stationery	\$ _____
Professional Fees,(Legal, accounting etc)	\$ _____
Mngmt. & Admin. Fees	\$ _____



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Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages, benefits	\$ _____
Property Taxes	\$ _____
Travel	\$ _____
Telephone & Utilities	\$ _____
Fuel Costs (other than motor vehicle)	\$ _____
Delivery, freight, and express	\$ _____
_____	\$ _____
_____	\$ _____

**Total Expenses** \_\_\_\_\_

**Net Income** \_\_\_\_\_

### Business Use of a Vehicle

Fuel	\$ _____
Repairs and Maintenance	\$ _____
Insurance	\$ _____
Licencing and Registration	\$ _____
Other	\$ _____
Total kms driven for year	_____
Total kms driven for business	_____

### Home office Deduction

Heat	\$ _____
Electricity	\$ _____
Insurance	\$ _____
Maintenance	\$ _____
Mortgage interest	\$ _____
Property taxes	\$ _____
Rent	\$ _____
Other expenses	\$ _____

Total Square footage of home \_\_\_\_\_

Total Square footage for business use \_\_\_\_\_

### Capital Cost Allowance

Did you purchase any items during the year that require CCA (major purchases such as vehicles, buildings, expensive equipment that has a useful life of more than one year

IF yes provide receipts and outline amounts on back