**ARTAX – Business Tax Prep**

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| **BUSINESS INFORMATION** |

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| Your name |  | |
| Business name (if not your own) |  | |
| Business address (if not home address) |  | |
| Service or product offered |  | |
| CRA My business online access: Yes / No |  | |
| **IF YOU ARE HST REGISTERED:** | |  |
| HST number | |  |
| HST access code | |  |
| Effective date if registered in the year (YYY-MM-DD) | |  |
| **HST collected on income** | | **$** |
| HST instalments paid (if applicable) | | $ |

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| **BUSINESS INCOME**   * Provide totals below **WITHOUT HST** (if you are HST registered) * Break out into the **CATEGORIES BELOW** (needed for the tax return) * **Provide all TAX SLIPS** (T4A, T1204, US) |

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| **Income from Canada**  NOT SHOWN on a T4A or T1204 slip | $ |
| **Income from Canada**  Reported on T4A SLIP (box 48/28) | $ |
| **Income from Canada**  Reported on T1204 SLIP | $ |
| **Grants from Canada**  NOT SHOWN on a tax slip | $ |
| **Grants from Canada**  Reported on T4A SLIP (box 105) | $ |
| **Income from outside Canada**  NOT SHOWN ON A TAX SLIP | $ |
| **Income From outside Canada**  Reported on 1042S, 1099MISC SLIP | $ |

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| **BUSINESS EXPENSES**  You don’t need to break out the HST if:   1. You are not HST registered 2. You are HST registered using the Quick Method   (if above applies you only need to fill in “TOTAL COST” column) | | | |
|  | **TOTAL COST** | **HST IN COST** | **COST**  **MINUS HST** |
| **SUB-CONTRACTORS**  Never deduct a fee paid to yourself | $ | $ | $ |
| **ADVERTISING**  Include digital promotions, websites, domains | $ | $ | $ |
| **MEALS AND ENTERTAINMENT**   * Must be meeting with clients * Do not include daily meals * Keep good records and notes * Ensure amounts are reasonable and supportable | $ | na | na |
| **BUSINESS INSURANCE**  Do not include home, life, disability insurance | $ | na | na |
| **INTEREST ON BUSINESS LOANS**  Only from business accounts (no personal) | $ | na | na |
| **MEMBERSHIPS**  No general memberships such as to galleries, museums, gyms, retailers | $ | $ | $ |
| **OFFICE EXPENSES**  Anything expendable in the year  Don’t include lasting assets (see depreciated below) | $ | $ | $ |
| **SUPPLIES**  Anything expendable in the year  Don’t include lasting assets (see depreciated below) | $ | $ | $ |
| **PROFESSIONAL FEES**  Accounting and legal fees for the business  I.e. last year’s tax prep fee | $ | $ | $ |
| **MANAGEMENT & ADMINISTRATION**  Include agent commissions, business account fees, merchant fees | $ | $ | $ |
| **BUSINESS RENT**  For a space outside of your home  (home office claimed separately below) | $ | $ | $ |
| **REPAIRS**  Don’t include repairs for home office or auto use here | $ | $ | $ |
| **TRAVEL**  Include:   * Fares * Accommodation * Local transport * 50% of meals out (no groceries) | $ | $ | $ |
| **COMMUNICATIONS**  Phone/internet/media communications  If using personal devices/services for business:   * enter cost and HST here at your business % use * CRA only allows up to 50% in these cases | $ | $ | $ |
| **EQUIPMENT RENTALS**  If leasing only include interest costs | $ | $ | $ |
| **PROFESSIONAL DEVELOPMENT/RESEARCH**  Be cautious:   * Must be business specific * Films and theatre tickets must be with clients and put in meals/entertainment above * Include conferences, seminars, workshops, online courses, online courses, professional certifications, coaching/mentoring * No drop-in or general public open classes | $ | $ | $ |
| **OTHER EXPENSES**  PLEASE SPECIFY  ADD EXTRA CATEGORIES IF NEEDED | $ | $ | $ |

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| **DEPRECIATED EXPENSES** | | | |
|  | **TOTAL COST** | **HST IN COST** | **COST**  **MINUS HST** |
| **COMPUTERS**  include monitors/keyboards/printers/storage/cables | $ | $ | $ |
| **EQUIPMENT**  Electronics, cameras, lighting, furniture  Include personal phone here at business % use only | $ | $ | $ |
| **SOFTWARE** | $ | $ | $ |
| **ELECTRONIC TOOLS (ANY PRICE)** | $ | $ | $ |
| **NON-ELECTRONIC TOOLS (COSTING $500+)** | $ | $ | $ |
| **NON-ELECTRONIC TOOLS (COSTING under $500)** | $ | $ | $ |
| **DATA NETWORK**  Routers, modems, servers, related cables | $ | $ | $ |

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| **HOME OFFICE**   * Provide annual totals at 100% * I will prorate on tax return at % indicated |  |
| **Home office area**  By room or square footage |  |
| **Total area of home**  by room or square footage |  |
| **Home office area %**  Using ratio of above areas  Need this % or home cannot be deducted | % |
| **Gas** | $ |
| **Hydro** | $ |
| **Insurance** | $ |
| **Maintenance**  Cleaning & upkeep, no renovations | $ |
| **Mortgage interest**  Not full payments, interest portion only | $ |
| **Property taxes** | $ |
| **Utilities** | $ |
| **Rent** | $ |
| **Condo fees** | $ |
| **Security** | $ |
| **Moving costs** | $ |

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| **VEHICLE EXPENSES**   * Provide annual totals at 100% * I will input on tax return at business % use you indicate with mileage * Per CRA you can write off trips:   -to transport supplies  -to meet clients  -to attend conferences  You CANNOT include commuting trips to and from a business work location |

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| KM driven for business |  |
| KM driven in the year |  |
| Business use %  Using ratio of above KMs  Need this % or home cannot be deducted | % |
| **Gas/Charging** | $ |
| **Insurance** | $ |
| **Driver’s license**  Excludes infractions | $ |
| **Repairs and maintenance** | $ |
| **CAA** | $ |
| **Parking permit** | $ |
| **Tolls** | $ |
| **Business parking**  Excludes infractions | $ |

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| **VEHICLE PURCHASED IN YEAR** |  |
| Purchase date (YYYY-MM-DD) |  |
| Cost before HST | $ |

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| **VEHICLE FINANCED IN YEAR** |  |
| Finance start date (YYYY-MM-DD): |  |
| Finance end date (YYYY-MM-DD) |  |
| Car value | $ |
| Annual finance interest cost  Not full payments, interest portion only | $ |

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| **VEHICLE LEASED IN YEAR** |  |
| Finance start date (YYYY-MM-DD) |  |
| Finance end date (YYYY-MM-DD) |  |
| Car value | $ |
| Annual lease cost | $ |