**ARTAX – Business Tax Prep**

**BUSINESS INFORMATION**

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business name (if not own name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business address (if not home address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service or product offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRA My business online access: Yes / No

HST Information (if applicable):

HST number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HST access code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective date if HST registered in the year (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HST instalments paid (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUSINESS INCOME**

* **If HST registered, input income BEFORE HST**
* **Report income in the following categories**
* **Provide any applicable T4A and foreign tax slips**

**DOMESTIC FEES**

Fees NOT reported on T4A/T1204: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees reported on T4A (Box 48/28): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees reported on T1204: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRANTS**

Grants NOT reported on T4A: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grants reported on T4A (Box 105): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOREIGN FEES (convert to CAD)**

Foreign fees NOT reported on tax slips: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foreign on tax slips (1042S, 1099MISC): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL HST COLLECTED (if applicable) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS EXPENSES**

* **DO NOT BREAK OUT HST & NET EXPENSE LINES IF:**
  + **You are not HST registered**
  + **You are HST registered with the Quick Method**

1. SUB-CONTRACTORS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub-contractors HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub-contractors net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid to others, never deduct a fee paid to yourself

1. ADVERTISING: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advertising HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advertising net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Include digital promotions, websites, domains

1. MEALS AND ENTERTAINMENT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals and events incurred with clients/associates, ensure amounts are reasonable and supportable

1. BUSINESS INSURANCE: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do not include home, life, disability insurance

1. INTEREST ON BUSINESS LOANS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Only from accounts and credit cards in business name

1. MEMBERSHIPS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memberships HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memberships net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Don’t include general memberships to galleries, museums, gyms, retailers

1. OFFICE EXPENSES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office expenses HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office expenses net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anything expendable in the year, lasting assets depreciated below

1. SUPPLIES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplies HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supplies net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anything expendable in the year, lasting assets depreciated below

1. PROFESSIONAL FEES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional fees HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional fees net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounting and legal fees related to the business

1. ADMINISTRATION: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistants, agent commissions, business account fees and merchant fees

1. BUSINESS RENT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business rent HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business rent net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For a space outside of your home

1. REPAIRS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On business equipment or space, don’t include expenses related to home office or auto here

1. PAYROLL: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have employees and issue T4 slips, include employer remittances in total

1. TRAVEL: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Include: fares, accommodation, local transport, 50% of meals out (no groceries)

1. COMMUNICATIONS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communications HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communications net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone, internet, media communications; ensure business use of personal devices is reasonable and supportable to a max of 50%

1. POSTAGE: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postage HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postage net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. EQUIPMENT RENTALS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment rentals HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment rentals net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. PROFESSIONAL DEVELOPMENT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional development HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional development net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be business specific; conferences, seminars, workshops, online courses, professional certifications, coaching/mentoring, do not include drop-in or general public open classes.

1. OTHER EXPENSES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SPECIFY, ADD EXTRA CATEGORIES IF NEEDED**

**BUSINESS EXPENSES – DEPRECIATION**

1. COMPUTER: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computers, monitors, keyboards, mouse, printers, storage, cables

1. EQUIPMENT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronics, cameras, lighting, furniture, phones at their business %

1. SOFTWARE: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Software HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Software net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ELECTRONIC TOOLS (ANY PRICE): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronic tools HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronic tools net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NON-ELECTRONIC TOOLS ($500+): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-electronic tools HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-electronic tools net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NON-ELECTRONIC TOOLS (UNDER $500): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-electronic tools HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-electronic tools net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. DATA NETWORK: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data network HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data network net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routers, modems, servers, related cables

**BUSINESS EXPENSES – HOME OFFICE**

Home office area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by room or square footage

Total area of home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home office area %: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per ratio of areas above, need this % or home cannot be deducted

Annual expense totals:

Gas: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hydro: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cleaning and general upkeep only, no renovations

Mortgage interest: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ not full payments, interest portion only

Property taxes: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Utilities: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condo fees: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moving costs: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUSINESS EXPENSES – MOTOR VEHICLE EXPENSES**

KM driven for business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KM driven in the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business use %: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per ratio of KM above, need this % or auto cannot be deducted

Annual expense totals:

Gas: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s license $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAA: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking permit: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tolls: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ exclude parking infractions

**Purchased in year:**

Purchase date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost before HST : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leased:**

Lease start date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease end date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car original purchase cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual lease cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual lease cost HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual lease cost net of HST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financed:**

Finance start date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance end date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car original purchase cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual finance interest cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ not full payment, interest portion only