



List of Potential Expenses for Preparing a

BUSINESS TAX RETURN

Please list all expenses that apply to your business.

If you have other expenses, not listed here, please add them to the list.

If your business registered for GST, separate the GST amount from the expenses and write it beside each line.

Please print and complete this form before visiting our office.

Automobile Expenses (If more than one car, list expenses separately for each vehicle):

- | |
|--|
| a. Car (Year of Purchase and Price) |
| b. Annual Car Mileage |
| c. Annual Auto Insurance Premiums |
| d. Auto Registration, Driver's License Renewal |
| e. License Plate Sticker |
| f. Gasoline Purchases |
| g. Auto Repairs and Maintenance |
| h. Car Rentals |
| i. Annual Car Leasing Charges |
| j. Annual Auto Financing (Interest) Charges |
| k. Parking, Inc. Monthly Charges |
| l. Auto Club Membership (CAA, Etc.) |

BUSINESS FEES

- | |
|--|
| 1. Lawyer's Fees (business related) |
| 2. Fees Paid to an Accountant, Notary, Paralegal and / or Translator |

CAPITAL EXPENSES

- | |
|--|
| 3. Office Furniture: Bookcases, Light Fixture, Desk/Table and Chairs |
| 4. P.C. Hardware, incl. Upgrades (Purchase Price and Year) |
| 5. P.C. Software, Computer Diskettes, Mouse, Cables |
| 6. Telephone, Fax, answering Machine (Purchase Price and Year) |

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7. Cellular Telephone and / or Pager (Purchase Price and Year)

INTEREST EXPENSES

8. Credit Card Annual Fees and Interest

9. Banking Charges and Fees, Incl. Monthly Services

10. Business Loan Interest Paid

11. Mortgage Interest Paid

OFFICE EXPENSES

12. Office Rent

13. Mail Box/ Safety Deposit Box Rental Fees

14. Courier, Parcels, Postage Stamps, Registered Mail

15. Stationery: Pens' Pencils, Paper, Calculator, Office Supplies

16. Books, Newspapers and Magazines

PROMOTIONS & GIFTS

17. Local Meals: Restaurant, Cafe, Bar

18. Entertainment (Movie, Theatre, Exhibition, Tickets)

19. Art & Craft Gifts

RESIDENCE

20. Apartment Rent paid throughout the year/ Name of landlord

21. Annual Property Taxes (Final Bill)

22. Total Area of Apartment/House

23. Utilities: Hydro _____, Water _____, Gas _____

24. Home/ Business Insurance

25. Home/ Business Maintenance and Repairs, incl. Monthly Fees

SUPPLIES

26. Paper Towels, Napkins, Cleansers, Garbage Bags

27. Tools, Supplies, ,Materials

TELEPHONE EXPENSES

28. Long Distance Calls

29. Telephone Business Line

30. Cellular Phone

**TRAVEL EXPENSES**

31. Air/Sea/ Land Transportation Tickets, Hotel, Visa, Passports

32. Foreign Meals, Entertainments and Gifts

33. TTC Passes

OTHER BUSINESS EXPENSES

34. Advertising and Business Card

35. Printing

36. Flowers and Plants

37. Maintenance and Repairs

38. Membership and License fees: Professional _____

39. Bad Debts

40. Salaries, Wages, Benefits

41. Internet

42. Web design

OTHER FORMS AND SLIPS FOR PERSONAL INCOME TAX

- Rent payment receipts and name of landlord
- Property Tax Final Bill
- T4 , T4A slip from work
- T5, T3 bank interest/investment
- T 5007 social assistance/' work compensation
- T2002A college/ university fees paid
- T4(OAS), T4P income from Pension
- RRSP slips
- Charitable Donation
- Day Care/ Child Care
- Medical Bills (dentist, medication)
- Moving Expenses
- Public Transit Passes
- Children's Fitness Amount Receipts
- Receipts for Home Renovation Tax Credit

Please include any other documents that be relevant to the preparation of the tax return.

If you have any questions please contact us at 416-762-9500

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