

1. General Information

Taxpayer Name			
Start Date of Business		Description of Business:	

GST/HST Quick Method used? Yes, please provide GST return No, I will file my return myself or have someone else file it for me
 No, please file on my behalf. GST Access Code:

2. Revenue (including GST if Quick Method is used for GST return filing otherwise exclude)

Revenue	
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Cost of Goods Sold	
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Inventory count (December 31, 2024)		Total purchases during 2025	
Inventory count (December 31, 2025)		Subcontracts and other direct costs	

Expenses	
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Advertising expenses		Travel (airfare, hotels, transportation)	
Meals & entertainment		Utilities	
Business insurance		Telephone (cell, long distance, etc.)	
Interest		Postage/Freight	
Other bank charges		Private Health Service Plan	
Licenses, dues & subscriptions		Internet	
Office		Other:	
Supplies		Capital Assets Purchased (computer, furniture, etc.)	
Tax preparation (last year) and legal		Additional Asset(s) Purchased:	
Wages paid		Additional Asset(s) Disposed:	

3. Automobile Checklist

4. Home Office Checklist

For the expenses below, please provide the total expenses incurred (business and personal portion), inclusive of GST.

Model	
Year	
Date of purchase	
Purchase price (tax included)	

Sqft of entire home	
Sqft of room used for office	

Odometer at Dec 31, 2025		Km
Odometer at Dec 31, 2024, or date business started		Km
Kilometres driven for business (see Note 1)		Km

Heat/Gas	
Electricity	
Insurance for property	
Repair and maintenance to property	
Mortgage interest (statement from bank)	
Property taxes paid	
Rent	
Water	
Other:	

Gas/ Fuel	
Loan interest (for financed vehicles)	
Insurance	
Repairs and maintenance	
Lease payments	
Parking (used for business only)	

Note 1: If you used more than one vehicle for business in 2025, please provide information for each vehicle. Please note that driving between work and home is considered personal use.