

# BUSINESS INCOME & EXPENSES

Business Name \_\_\_\_\_

Address \_\_\_\_\_

PST # \_\_\_\_\_ GST # \_\_\_\_\_

## Internet Business Activities

How many internet webpages and websites does your business earn income from? (enter 0 if none) \_\_\_\_\_

Provide the main webpage or site address (es) (also known as URL address (es))  
\_\_\_\_\_

Percentage of your gross income generated from the webpage & website (enter 0 if none) \_\_\_\_\_

## Income

Sales, gross revenue or professional fees . . . . . \_\_\_\_\_

Beginning inventory . . . . . \_\_\_\_\_

Purchases (inventory for resale) . . . . . \_\_\_\_\_

Ending inventory . . . . . \_\_\_\_\_

## Expenses

Advertising and promotion . . . . . 8521 \_\_\_\_\_

Meals and entertainment . . . . . 8523 \_\_\_\_\_

Bad debts . . . . . 8590 \_\_\_\_\_

Insurance (fire, theft and liability) . . . . . 8690 \_\_\_\_\_

Interest (business loan other than auto) . . . . . 8710 \_\_\_\_\_

Business license, memberships and dues . . . . . 8760 \_\_\_\_\_

Office expenses (postage, stationery) . . . . . 8810 \_\_\_\_\_

Supplies . . . . . 8811 \_\_\_\_\_

Accounting, legal, and professional fees . . . . . 8860 \_\_\_\_\_

Management and Administration fees . . . . . 8871 \_\_\_\_\_

Rent on business property . . . . . 8910 \_\_\_\_\_

Maintenance and repairs (except auto) . . . . . 8960 \_\_\_\_\_

Salaries (incl. employer's share of CPP, EI and Workers Comp) . . . . . 9060 \_\_\_\_\_

Property taxes . . . . . 9180 \_\_\_\_\_

Traveling expenses, hotel and transportation (except auto) . . . . . 9200 \_\_\_\_\_

Telephone (business phone or business related long distance) . . . . . 9220 \_\_\_\_\_

Light, heat and water . . . . . 9220 \_\_\_\_\_

Fuel costs (except motor vehicles) . . . . . 9224 \_\_\_\_\_

Delivery, freight, and express . . . . . 9275 \_\_\_\_\_

Bank charges . . . . . 9270 \_\_\_\_\_

Other expenses \_\_\_\_\_

Equipment purchased \_\_\_\_\_

Equipment sold, traded-in or disposed of \_\_\_\_\_

Client signature \_\_\_\_\_

Date \_\_\_\_\_