

Kentax Services

6612 Swanson St. Chilliwack B.C. V2R1R2

Web site: Kentaxservices.com

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EXPENSE WORKSHEET

- Fuel _____
- Repairs & Maintenance _____
- Insurance & Air Care _____
- Lease payments _____
- Interest Expenses (on borrowed money) _____
- First year in business _____
- Primary value of vehicle _____
- Total GST expense (if partial or personal use) _____
- Total km driven during year for self employment _____
- Total km driving during the year _____

***NOTE: If you are not grossing \$30,000 and your GST is not registered or simplified, ignore all references to separating or reporting GST.**

Business Activities

Gross GST- able income (no GST included)	_____
Gross other income (not GST able)	_____
PST expense (if included in income)	_____
Purchase for resale	_____
Sub-contracts	_____
Direct wage costs	_____
Closing inventory	_____
Advertising & promotion	_____
Bad debts (if included in income)	_____
Business tax, licenses, dues, etc.	_____
Deliveries if not included in purchase	_____
Fuel costs except for motor vehicle	_____
Business liability insurance	_____
Interest on business loans/bank charges	_____
Maintenance and repairs, (other than in home)	_____
Meals & entertainment (in town otherwise put under travel expense)	_____
Office +expense, postage stationary etc.	_____
Legal, accounting, professional fees	_____
Property taxes other than (in home)	_____
Rent, other than (in home)	_____
Travel: bridge tolls, hotel, ferries planes, etc.	_____
Telephone: cell phone, internet cost	_____
Utilities, other than (in home)	_____
Supplies & materials	_____
Equipment rental	_____
Training & convention expenses	_____
WCB	_____
Sales aids	_____
Parking	_____
Other	_____

***Note: If you are not grossing \$30,000 and your GST is not registered or simplified, ignore all references to separating or reporting GST.**

In Home Expense

Heat _____

Electricity _____

Insurance/House _____

Maintenance & Repairs not included in capital improvements _____

Mortgage interest _____

City utilities _____

Property taxes _____

BUSINESS PORTION (%) OF HOME

Square footage of operating business area _____

Total Square footage of home _____

Equal % of home used _____

***NOTE: To reoccurring Kentax clients, this portion (sq.ft.) % needs to be calculated one time.**

*In home expenses CAN NOT be used to increase a business loss.

If a loss has occurred, the in home expenses will be carried forward to a future year to be used against profit.

*Bring previous year's taxes with you to appt. as will be used to check carry forwards, e.g. Donations, RRSPs not used, business loss, etc.

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Capital Cost Allowance

All tools and equipment as per item before taxes under \$500
for applicable years receipts. _____

All tools and Equipment as per item before taxes over \$500
for applicable years receipts. _____

*Bring receipts for above items to better enable a correct entry on your tax return.

Business Information

Proprietor/s name:

Business name:

Business or GST number:

Employer's number:

Business Phone #

Fax#

Home/Cell #

Note:

* If this is your first year of business, please attach a detailed list of all tools and equipment that you currently own that will be brought into the business, assessed at fair market value of each Item. \$500. over/ \$500 under.

*Indicate clearly on receipts or your list, whether any portion was used for personal use.

*Attach a list of all tools and equipment that was sold during the year.

