

Statement of Business and Professional Activities

Ownership Detail

If you use a vehicle for business use, fill out the **Business use of Vehicle** section, and provide your log book.

If you carry-on your business at your primary residence, fill out the **Business Use of Home** section

If this is the first year of tax preparation by Robbins and Company, include **prior year business statements**.

Name of owner _____ Percentage of ownership _____
 Second Owner _____ Percentage of ownership _____
 Business name _____ Main product or service _____

Business address
 Number _____ Street _____ Apartment or suite _____
 City _____ Province _____ Postal Code _____
 Web site _____

Income (If you are registered for the GST, do not include GST in gross sales)

Gross sales _____
 Interest income _____
 Other income (please specify) _____
 Total income _____

Cost of Goods

Purchases during the year of raw materials _____
 Subcontracts _____
 Other costs _____
 Total cost of goods _____

General Expenses (if you are registered for GST, do not include GST in expenses)

Advertising _____
 Meals _____ x 50% _____
 Bad debt _____
 Insurance _____
 Interest _____
 Business tax, fees, licenses, dues, memrships and subscriptions _____
 Office expenses _____
 Supplies _____
 Legal, accounting and other professional fees _____
 Management and administration fees _____
 Rent _____
 Maintenance and repairs _____
 Salaries, wages and benefits (including employer's contributions) _____
 Property taxes _____

Travel _____
 Telephone and utilities _____
 Fuel costs _____
 Delivery and freight _____
 Motor Vehicle Expenses (fill out the form below) _____
 Other expense (please specify) _____
 Other expense (please specify) _____
 Other expense (please specify) _____
 Other expense (please specify) _____
 Total Expenses _____
 Inventory on hand at December 31 _____

Capital Expenses

Please attach receipts for any capital expenditures and purchases in excess of \$500 including vehicles, equipment, furniture and fixtures and computer equipment

For GST registrants: **Quick Method GST** _____ **Standard Method GST** _____
 How often do you file your GST? Quarterly _____ Annually _____ GST # _____
 GST Collected _____ GST paid on expenses _____

Motor Vehicle Expenses

Description of vehicle Year _____ Make _____
 Enter the kilometres you drove in the tax year to earn business income _____
 Enter the total kilometres you drove in the tax year _____
 Fuel and oil _____
 Insurance _____
 License and registration _____
 Maintenance and repairs _____
 Total motor vehicle expenses _____

If your vehicle is new, please include a copy of the lease or purchase documents

Business Use of Home

Area of home used for business _____ Total area of home _____
 Home Expenses (Include full amount of expense)
 Heat _____
 Electricity _____
 Insurance _____
 Maintenance _____
 Mortgage interest _____
 Property taxes _____
 Other (please specify) _____
 Other (please specify) _____
 Total home expenses _____