

Kerry Lynn Armstrong, CA

Accounting • Corporate Tax • Personal Income Tax

Business Income and Expenses for Tax Year 20____

Name _____

Tel. # _____ (home) _____ (work)

GST Registrant Yes No
 GST Filing Requirements: Annual or Quarterly || Quick method or Long method

Self-Employed Revenues

Income \$ _____ GST \$ _____ Total Revenue \$ _____
 (excluding GST)

Expenses exclude GST include GST

Office at home	% of Home used for the Office:	
Heat		Property Taxes
Electricity		Rental payments
Insurance (home)		Condo Fees
Maintenance		Water
Mortgage interest		Other
General Overhead		
Advertising		* Professional fees: Accounting
Memberships / Dues		Legal
Delivery, freight		Consulting
* Insurance: Business		Rent / Leasing
Health plan		Salary / Wages
Interest / bank charges		* Travel: Air / Bus / Train
Maintenance / Repairs		Hotel
Management / Admin Fees		Taxi
Meals / Entertainment (100%)		* Telecommunication: Internet
* Office expense: Supplies		Phone/cell phone
Photocopy		Training/conferences
Supplies (Books / Magazines)		Other
Vehicle Expenses		
Total km.		Business km.
Fuel		Leasing cost
Interest		Parking
Insurance		* Other: Auto Association
License		Washing
Repairs		Car Rental
New Assets		
Furniture, equipment (provide list)		Computer Hardware *
Vehicle		Computer Software

* Expenses can be added together or separated as indicated.