

# Personal | Small Business Tax Return (T1) Prep Form [ Business/Professional Income and Expenses ]

www.taxlane.ca | taxlaneCA@gmail.com | (416) 904-2862



Taxpayer Name:

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Business Name

Type of Business:

Business Number

Business Address

GST/HST Number

Partnership Business Number (if applicable)

% Owned

Name of Partner

Address

% Owned

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## **BUSINESS/PROFESSIONAL INCOME**

Gross Income (incl. GST/HST)

Sales, commissions (total  
before GST/HST)

GST Collected

HST Collected

## **INTERNET BUSINESS ACTIVITIES**

How many websites does your  
business earn income from?

Provide url or website address:

## **COST OF GOODS SOLD**

Opening inventory of materials  
(Jan. 1st)

Purchases during the year

Direct wage costs

Sub-contracts

Closing inventory of materials  
(Dec. 31st)

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## **VEHICLE EXPENSES**

Make, Model, Year

Date  
acquired

Total Kms.  
Driven

Total Kms. driven for business purposes

Fuel expense

Maintenance and repairs

Auto Insurance

License and registration

Parking Fees during business activity

Supplementary business insurance

Interest on vehicle loan (if financed)

Leasing costs (if leased)

Other expenses

**BUSINESS EXPENSES:**

Advertising

Meals and entertainment

Bad debts

Insurance

Interest and bank charges

Business taxes, licenses and memberships

Office expenses

Office stationery and supplies

Professional fees (incl. legal and accounting fees)

Management and admin fees

Rent

Repairs and maintenance

Salaries, wages and benefits

Property taxes

Travel expenses

Utilities

Fuel costs (except for motor vehicles)

Delivery, freight and express

Motor vehicle expenses (not including CCA)

Private Health Insurance Plan (PHSP) premiums

Other expenses

**BUSINESS USE-OF-HOME EXPENSES**

Area of home used for business

Total area of home

Daycare services only (#hrs/day, #days/week)

Heating expense

Electricity

Home/Rental insurance

Maintenance

Mortgage Interest

Property taxes

Other expenses