

**PROFESSIONAL & BUSINESS INCOME INFORMATION SHEET**

**PERSONAL TAX (T2125)**

**BUSINESS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REVENUES: TOTAL AMOUNT:**

|  |  |
| --- | --- |
| CASH BASIS |  |
| PRIOR YEAR’S ACCOUNTS RECEIVABLE |  |
| THIS YEAR’S ACCOUNTS RECEIVABLE |  |
| TOTAL REVENUE: |  |

**COST OF GOODS SOLD: TOTAL AMOUNT:**

|  |  |
| --- | --- |
| OPEN INVENTORY (includes raw materials, goods in process & finished goods) |  |
| PURCHASES DURING THE YEAR (net of returns, allowances & discounts) |  |
| DIRECT WAGE COSTS |  |
| SUBCONTRACTS |  |
| OTHER COSTS (list below) |  |
|  |  |
|  |  |
| CLOSING INVENTORY (includes raw materials, goods in process & finished goods) |  |
| TOTAL COST OF GOODS SOLD: |  |

**EXPENSES: TOTAL AMOUNT:**

|  |  |
| --- | --- |
| ADVERTISING |  |
| MEALS AND ENTERTAINMENT |  |
| BAD DEBTS |  |
| INSURANCE (liability and business insurance only) |  |
| INTEREST (business loans only) AND BANK CHARGES |  |
| BUSINESS TAX, LICENCES, MEMBERSHIPS AND SUBSCRIPTIONS |  |
| OFFICE EXPENSES |  |
| OFFICE STATIONERY AND SUPPLIES |  |
| LEGAL, ACCOUNTING AND OTHER PROFESSIONAL FEES |  |
| MANAGEMENT AND ADMINISTRATION FEES |  |
| RENT (business premises only) |  |
| REPAIRS AND MAINTENANCE |  |
| SALARIES, WAGES AND BENEFITS (including employer’s portion of CPP & EI) |  |
| PROPERTY TAXES |  |
| Continued on page 2… | |
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| TRAVEL |  |
| TELEPHONE AND UTILITIES |  |
| FUEL COSTS (except for motor vehicles) |  |
| DELIVERY, FREIGHT AND EXPRESS |  |
| OTHER EXPENSES (list below) |  |
|  |  |
|  |  |
|  |  |
|  |  |

**HOME EXPENSES FOR EMPLOYMENT USE: DETAILS/TOTAL AMOUNT:**

|  |  |
| --- | --- |
| HEAT |  |
| ELECTRICITY |  |
| INSURANCE (Commission Employee Only) |  |
| MAINTENANCE |  |
| PROPERTY TAXES (Commission Employee Only) |  |
| RENT/MORTGAGE INTEREST |  |
| TOTAL SQUARE FEET |  |
| EMPLOYMENT SQUARE FEET |  |

**FIXED ASSETS: DETAILS/TOTAL AMOUNT:**

|  |  |
| --- | --- |
| FIXED ASSET ADDITIONS IN THE CALENDAR YEAR (LIST & DESCRIBE BELOW) |  |
|  |  |
|  |  |
| FIXED ASSET DISPOSALS IN THE CALENDAR YEAR (PROVIDE ORIGINAL COST AND DATE ACQUISITION) |  |
|  |  |
|  |  |

**MOTOR VEHICLE EXPENSES: DETAILS/TOTAL AMOUNT:**

|  |  |
| --- | --- |
| MAKE OF VEHICLE |  |
| KM’S DRIVEN FOR EMPLOYMENT PURPOSES (Only provide total for tax processing) **\*** |  |
| TOTAL KM’S DRIVEN DURING THE YEAR (Only provide total for tax processing) **\*** |  |
| FUEL AND OIL |  |
| MAINTENANCE AND REPAIRS |  |
| INSURANCE |  |
| PURCHASE/LEASE AGREEMENT & CURRENT STATEMENT ***\*\*PROVIDE DOCUMENTS\*\**** |  |
| LICENSE AND REGISTRATION FEES |  |
| INTEREST |  |
| LOAN/LEASING COSTS |  |
| SALES AGREEMENT ***\*\*PROVIDE DOCUMENTS IF SOLD IN TAX YEAR\*\**** |  |
| ***\*Detailed Log Book required only if Reviewed/Audited – hold for your records*** |  |