**A close up of a sign

Description automatically generated**

**Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bus #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main product or service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website platforms used for selling product: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HST Registration # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you require an HST return to be completed?**  **yes**  **no**

**If self employment began or ended during the year provide date: Start \_\_\_\_\_\_\_\_\_\_\_\_, Stop \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*If not an HST registrant, please use the last column for Total income and expense and include HST.*

|  |  |  |  |
| --- | --- | --- | --- |
| BUSINESS INCOME | Subtotal (HST not included) | HST collectible | Total Income (HST included) |
|  | $ | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| INVENTORY | Opening | Purchases | Closing |
|  | $ | $ | $ |
| Separate HST (if applicable) | $ | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| EXPENSES | Subtotal (HST not included) | HST paid | Total expense (HST included) |
| Subcontractors | $ | $ | $ |
| Advertising | $ | $ | $ |
| Meals & entertainment | $ | $ | $ |
| Business insurance | $ | $ | $ |
| Interest | $ | $ | $ |
| Bank charges | $ | $ | $ |
| Licenses, dues & memberships | $ | $ | $ |
| Office expenses | $ | $ | $ |
| Small tools (under $500) or supplies | $ | $ | $ |
| Legal & accounting | $ | $ | $ |
| Tax preparation fee | $ | $ | $ |
| Rent (business only) | $ | $ | $ |
| Maintenance & repair | $ | $ | $ |
| Salaries & benefits | $ | $ | $ |
| Property taxes (business only) | $ | $ | $ |
| Travel (other than auto) | $ | $ | $ |
| Fuel costs (other than auto) | $ | $ | $ |
| Telephone & utilities | $ | $ | $ |
| Delivery & freight | $ | $ | $ |
| Other: | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |

**PURCHASES**

May include items such as equipment, tools, machinery, appliances, electronic equipment, leasehold improvements, patents, etc. over $500 each (otherwise include in “Small tools or supplies” in Expenses).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Purchase date | Cost (HST included) |
| Item #1 |  |  | $ |
| Item #2 |  |  | $ |
| Item #3 |  |  | $ |
| Item #4 |  |  | $ |

**HOME OFFICE**

**Sq ft of home: \_\_\_\_\_\_\_\_\_\_\_ Sq ft of office space: \_\_\_\_\_\_\_\_\_\_\_\_\_ = Percentage of home used: \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Expense | Subtotal (HST not included) | HST | Total (HST included) |
|  |  |  |  |
| Heat | $ | $ | $ |
| Electricity | $ | $ | $ |
| Home Insurance | $ | $ ----- | $ |
| Maintenance & repair | $ | $ | $ |
| Mortgage interest | $ | $ ----- | $ |
| Property taxes | $ | $ ----- | $ |
| Internet access fees | $ | $ | $ |
| Other (eg. rent) | $ | $ | $ |

**Other Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list below any Covid-19 benefits and services that you received during the tax year:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If new to Black’s Financial, please provide your previous year’s Business Statement (T2125).*

**VEHICLE EXPENSES**

During the year did you begin using a vehicle for business purposes?  **Yes** **No**

Did you purchase/lease a vehicle which is used for business purposes? **Purchase** **Lease**

Did you sell/trade a vehicle that was used for business purposes?  **Yes** **No**

Provide applicable details below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VEHICLE: year, make & model | Date put into use | Date purchased or leased | Date sold or traded | Amount paid or received |
|  |  |  |  | $ |
|  |  |  |  | $ |

*If multiple vehicles used for business, please provide a breakdown of expenses per vehicle.*

**Vehicle #1**

|  |  |  |  |
| --- | --- | --- | --- |
| Year, make & model |  |  |  |
| Is it owned OR leased? |  | **Date of purchase/lease** |  |
| Number of kilometres driven for business: |  | **Total kilometres driven during year:** |  |

|  |  |
| --- | --- |
| Expense | Total cost (annual) |
|  |  |
| Fuel | $ |
| Maintenance & repair | $ |
| Insurance | $ |
| License & registration | $ |
| Repair & maintenance | $ |
| Lease payments | $ |
| Parking fees (business only) | $ |

**Vehicle #2**

|  |  |  |  |
| --- | --- | --- | --- |
| Year, make & model |  |  |  |
| Is it owned OR leased? |  | **Date of purchase/lease** |  |
| Number of kilometres driven for business: |  | **Total kilometres driven during year:** |  |

|  |  |
| --- | --- |
| Expense | Total cost (annual) |
|  |  |
| Fuel | $ |
| Interest paid | $ |
| Insurance | $ |
| License & registration | $ |
| Repair & maintenance | $ |
| Lease payments | $ |
| Parking fees (business only) | $ |