



White Rock Tax & Accounting Inc.

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BUSINESS AND COMMISSION WORKSHEET

Name of business: _____

Address: _____

For the Period: _____ to _____

Have you registered for and do you charge GST/HST? yes no

If yes what is your business number? _____

Do you share your business with a partner? yes no _____%

Do you share your business with your spouse? yes no _____%

Revenue \$ _____

General Business Expenses

Cost of goods sold (purchases)	\$ _____
Subcontracts	_____
Advertising	_____
Meals and entertainment	_____
Bad debts	_____
Insurance	_____
Interest	_____
Licences, dues, memberships, and subscriptions	_____
Office expenses	_____
Supplies	_____
Legal, accounting, and other professional fees	_____
Management and administration fees	_____
Rent (commercial)	_____
Maintenance and repairs	_____
Salaries/wages and benefits	_____
Property taxes (commercial)	_____
Travelling expenses	_____
Utilities – Light, heat, water (commercial)	_____
Telephone (cell) not your home phone	_____
Fuel costs (except for motor vehicles)	_____
Delivery, freight, and express	_____
Any other business expenses not shown	_____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Automotive Expenses

Km driven for business purposes	_____ km
Total kilometres driven in year	_____ km
Fuel and oil	\$ _____
Maintenance and repairs	_____
Insurance	_____
Licence and registration fees	_____
Interest	_____
Parking	_____
Other (i.e. BCAA):	_____

Did you purchase a vehicle this year? yes no
If yes please bring in your purchase papers.

Home Office

Total house area (square feet)	_____ Sq. Ft.
Area for business use only (square feet)	_____ Sq. Ft.
Heat	\$ _____
Electricity	_____
Insurance	_____
Maintenance	_____
Mortgage interest	_____
Property taxes	_____
Rent	_____
Any other home office expenses (i.e. Strata Fees)	_____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Did you purchase any fixed assets over \$300 during the year?

Please do not include these values in previous categories.

Equipment	_____
Furniture and fixtures	_____
Computer hardware	_____
Computer software	_____
Other: _____	_____

Questions?

Email us at info@whiterocktax.ca

Or visit our website at www.whiterocktax.ca