

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

Automotive 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. _____	

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.

Make _____ Model _____ Year _____

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 \$500 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