



Individual Business or Professional Income Schedule

Below are income and expense categories required to complete your tax return. Please complete the attached summary or provide your own summary schedule.

Income	
Sales, commissions, or fees	\$

Cost of goods sold	
Opening inventory	\$
Purchases during the year	\$
Subcontracts	\$
Direct wages	\$
Other costs	\$
Closing inventory	\$

Expense	
Advertising	\$
Meals and entertainment	\$
Bad debts	\$
Insurance	\$
Interest	\$
Business tax, fees, license, dues, memberships, and subscriptions	\$
Office expenses	\$
Supplies	\$
Legal and accounting	\$
Management fees	\$
Rent	\$
Maintenance and repairs	\$
Salaries, wages, and benefits	\$
Property taxes	\$
Travel	\$
Telephone and utilities	\$
Fuel costs	\$
Delivery and freight	\$



Business or Professional Income Schedule (Continued)

Business Use of Home	
Home area used for business	\$
Total area of home	\$
Electricity	\$
Heat	\$
Insurance	\$
Maintenance	\$
Mortgage interest	\$
Property taxes	\$

Motor Vehicle Expenses	
Description of vehicle	\$
Purchase price (Vehicle cost and HST paid should be separated)	\$
Purchase date (YYYY-MM-DD)	\$
Kilometers driven for business	\$
Total kilometers driven	\$
Fuel and oil	\$
Interest	\$
Insurance	\$
License and registration	\$
Maintenance	\$
Lease payments	\$
Other	\$
Parking	

Please indicate any equipment purchased during the year or provide purchase invoices. Also please provide details of any vehicle or equipment sold, including the proceeds of disposition.

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