



Business or Professional Activities Worksheet

Complete one form for each business you have. All information entered below should be supported by receipts. Although we do not need to see the receipts, please keep them in case the CRA requests to see them.

Business information				
Your name				
Business name				
Fiscal period	From (YYYY-MM-DD):		To (YYYY-MM-DD):	
Main product/service				
Business number			Quebec ID number (if applicable)	
Are you registered for GST/HST?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GST/HST/QST return	<input type="checkbox"/> Yes, please complete my GST/HST/QST return <input type="checkbox"/> No, I will complete my GST/HST/QST return			
Business address				
City	Province		Postal Code	
Type of business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership (enter information below)			
Your percentage of the partnership				
Partner 1	Name			% partnership
	Address			
Partner 2	Name			% partnership
	Address			

Internet activity	
Do you have internet activity/generate income from the internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many internet web pages and websites does your business earn income from?	
The CRA requires you to list up to five main web page or website addresses:	
1	
2	
3	
4	
5	
Percentage of your gross income generated from web pages and websites	

Income and expense summary				
If you are not required to file a GST/HST return, you only need to complete the "Total" column.				
	Amount	GST/HST	QST (if applicable)	Total
Business/professional income				
Cost of good sold				
Advertising				
Meals and entertainment				
Bad debts				
Insurance				
Interest				
Business taxes, licences, and memberships				
Office expenses (stationery, postage/courier)				
Supplies (used to provide good or services)				
Professional fees (legal and accounting fees)				
Management and administration fees				
Rent				
Repairs and maintenance				
Salaries, wages, and benefits*				

*Please include copies of T4 slips and a T4 Summary related to the wages. If you are claiming for an apprentice, please note: date of apprenticeship, name, and SIN of apprentice.

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Income and expense summary (continued)				
If you are not required to file a GST/HST return, you only need to complete the "Total" column.				
	Amount	GST/HST	QST (if applicable)	Total
Property taxes				
Travel - moving				
Travel - meetings and conventions				
Light, heat, water				
Telephone and utilities				
Fuel costs (except for motor vehicles)				
Motor vehicle expenses	Complete motor vehicle expenses worksheet			
Delivery, freight, and express				
Private health services plan premiums				
Business use of home office	Complete workspace-in-the-home expenses worksheet			
Other expenses (specify):				

Capital asset purchases/dispositions (if applicable)			
Date	Description	Bought for	Sold for

Allocation of immediate expensing limit (if applicable)			
Eligible persons, privately owned Canadian partnerships and corporations (i.e. not listed on a stock exchange), may be able to significantly increase the writeoff of certain capital asset purchases. Annual limits do apply and must be shared among members of an associated group of eligible persons or partnerships. For more details, refer to: https://www.bdo.ca/en-ca/insights/tax/tax-articles/immediate-expensing-ccpcs/			
Do you have an ownership interest in a private Canadian corporation or partnership with only individuals or other private Canadian corporations as partners?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did any of these entities also purchase assets this year?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did any of these entities use the immediate expensing annual limit for the capital assets purchased?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, complete the following:			
Name of privately owned entity	Entity Type (sole proprietor/ partnership/ corporation)	Details of investment owned (share type, percent owned, etc.)	Amount of immediate expensing limit allocated