

**LIST OF POTENTIAL EXPENSES  
FOR PREPARING A business tax return**

Please list all expenses that apply to your business. If you have other expenses, not listed here, please add them to the list. If your business registered for GST, separate the GST amount from the expenses and write it beside each line

Please complete this form. **Please make sure to provide "Notice of Assessment" & copy of your last year Income Tax Return**

**1. Automobile Expenses** (if more than one car, list expenses separately for each vehicle):

- A \_\_\_\_\_ Car (Year of Purchase and Price)
- B \_\_\_\_\_ Annual Car Mileage
- C \_\_\_\_\_ Annual Auto Insurance Premiums
- D \_\_\_\_\_ Auto Registration, Driver's License Renewal
- E \_\_\_\_\_ License Plate Sticker
- F \_\_\_\_\_ Gasoline Purchases
- G \_\_\_\_\_ Auto Repairs and Maintenance
- H \_\_\_\_\_ Car Rentals
- I \_\_\_\_\_ Annual Car Leasing Charges
- J \_\_\_\_\_ Annual Auto Financing (Interest) Charges
- K \_\_\_\_\_ Parking, incl. Monthly Charges
- L \_\_\_\_\_ Auto Club Membership (CAA, etc.)

**Business Fees**

- 2. \_\_\_\_\_ Lawyer's Fees (business related)
- 3. \_\_\_\_\_ Fees Paid to an Accountant, Notary, Paralegal and / or Translator

**Capital Expenses**

- 4. \_\_\_\_\_ Office Furniture: Bookcases, Light Fixtures, Desk/Table and Chairs.
- 5. \_\_\_\_\_ P.C. Hardware, incl. Upgrades (over \$100 ea.) (Purchase Price and Year)
- 6. \_\_\_\_\_ P.C. Software, Computer Diskettes, Mouse, Cables
- 7. \_\_\_\_\_ Telephone, Fax, Answering Machine (Purchase Price and Year)
- 8. \_\_\_\_\_ Cellular Telephone and/or Pager (Purchase Price and Year)

**Interest Expenses**

- 9. \_\_\_\_\_ Credit Card Annual Fees and Interest
- 10. \_\_\_\_\_ Banking Charges and Fees, incl. Monthly Services
- 11. \_\_\_\_\_ Business Loan Interest Paid
- 12. \_\_\_\_\_ Mortgage Interest Paid

**Office Expenses**

- 13. \_\_\_\_\_ Office Rent
- 14. \_\_\_\_\_ Mail Box/Safety Deposit Box Rental Fees
- 15. \_\_\_\_\_ Courier, Parcels, Postage Stamps, Registered Mail
- 16. \_\_\_\_\_ Stationery : Pens, Pencils, Paper, Calculator, Office Supplies
- 17. \_\_\_\_\_ Books, Newspapers and Magazines (Single Copies and Subscriptions)

### **Promotions & Gifts**

18. \_\_\_\_\_ Local Meals: Restaurant, Cafe, Bar
19. \_\_\_\_\_ Entertainment (Movie, Theatre, Exhibition, Sports Game, Concert Tickets)
20. \_\_\_\_\_ Liqueur, Tobacco, Cigarette Cartons, Pipes
21. \_\_\_\_\_ Art and Craft Gifts

### **Residence**

22. \_\_\_\_\_ Rent paid throughout the year/Name of Landlord (You must have receipts)
23. \_\_\_\_\_ Annual Property Taxes (Final Bill)
24. \_\_\_\_\_ Total Area of Apartment/House in sq. ft. or sq. m.
25. \_\_\_\_\_ Utilities: Hydro\_\_\_\_, Water\_\_\_\_\_, Consumers Gas \_\_\_\_\_)
26. \_\_\_\_\_ Home/Business Insurance
27. \_\_\_\_\_ Home/Business Maintenance and Repairs, incl. Monthly Fees

### **Supplies**

28. \_\_\_\_\_ Paper Towels, Napkins, Cleansers, Garbage Bags, Rubber Gloves
29. \_\_\_\_\_ Tools, Supplies, Materials and Samples (Canadian Tire, Hardware receipts)

### **Telephone Expenses**

30. \_\_\_\_\_ Annual Internet Subscription
31. \_\_\_\_\_ Long Distance Calls: North America \_\_\_\_\_, Overseas \_\_\_\_\_
32. \_\_\_\_\_ Telephone (Bell) business line
33. \_\_\_\_\_ Cellular Phone and/or Pager Service (Rogers, Bell Mobility, etc.)

### **Travel Expenses**

34. \_\_\_\_\_ Air/Sea/Land Transportation Tickets, Hotel/ Motel, Visas and Passports
35. \_\_\_\_\_ Foreign Countries Meals, Entertainment and Gifts
36. \_\_\_\_\_ TTC Tickets/Tokens/Metropass Purchase Receipts, Taxi/Limousine Fare

### **Other Business Expenses**

37. \_\_\_\_\_ Advertising and Business Cards
38. \_\_\_\_\_ Photo Developing/Printing, Film & Albums
39. \_\_\_\_\_ Flowers and Plants
40. \_\_\_\_\_ Maintenance and Repairs of P.C., Electronics, Phone Equipment
41. \_\_\_\_\_ Membership and License Fees: Professional \_\_\_\_\_
42. \_\_\_\_\_ Debts You Can Not Collect (NSF Cheque, Notarized IOU Notes, etc.)
43. \_\_\_\_\_ Value of the Ending Inventory

### **Other Personal Expenses**

44. \_\_\_\_\_ Charitable Donations (You must have receipts)
45. \_\_\_\_\_ Day Care / Child care (You must have receipts)
46. \_\_\_\_\_ College / University fees (You must have receipts)
47. \_\_\_\_\_ Medical Bills (dentist, medication, hospital). (You must have receipts)
48. \_\_\_\_\_ Moving Expenses (if you moved more than 40 km. to start a new job)

**Please include any other documents that could be relevant to the preparation of the tax return.**