

## Appendix 6: Business Activity Information

Your Name \_\_\_\_\_

### Self-Employment - Sole-Proprietor Summary

Your Business Name \_\_\_\_\_

Did you register GST?      Yes                      No

GST#                                      \_\_\_\_\_

Do the following amounts include GST ? Yes      No

#### Revenue:

Gross Business Income \_\_\_\_\_

GST included in above \_\_\_\_\_

#### Direct Costs:

Direct Materials \_\_\_\_\_

Direct Subcontracts \_\_\_\_\_

#### Operating Expenses:

Advertising \_\_\_\_\_

Meals and entertainment \_\_\_\_\_

Bad debt \_\_\_\_\_

Insurance \_\_\_\_\_

Bank charges \_\_\_\_\_

Business licences, dues, memberships & subscriptions \_\_\_\_\_

Office supplies \_\_\_\_\_

Legal & accounting fees (excl. our fees) \_\_\_\_\_

Management / admin fees & casual labour \_\_\_\_\_

Repairs & maintenance for equipment \_\_\_\_\_

Travel (transportation fees & accommodations) \_\_\_\_\_

Cell phone service charges \_\_\_\_\_

Delivery, courier, shipping fees \_\_\_\_\_

Training \_\_\_\_\_

Other operating expenses \_\_\_\_\_

**Vehicle Information**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
Total kilometers driven in the calendar year \_\_\_\_\_ km  
Kilometres driven for business, included in the total kilometers \_\_\_\_\_ km  
Fuel \_\_\_\_\_ Maint .& Repairs (incl. Washes) \_\_\_\_\_  
Lease cost \_\_\_\_\_ Automobile Insurance \_\_\_\_\_  
Registration \_\_\_\_\_ Parking \_\_\_\_\_

**Business-Use-of Home Expenses (if no other business locations)**

Business Space \_\_\_\_\_ Sq.ft. / Total \_\_\_\_\_ Sq.ft.  
Heat, Electricity & Water \_\_\_\_\_ Home Insurance \_\_\_\_\_  
Cable TV / Internet \_\_\_\_\_ Property Taxes \_\_\_\_\_  
Mortgage Interest \_\_\_\_\_ Condo Fees \_\_\_\_\_  
Home Security \_\_\_\_\_ Rent (if renting) \_\_\_\_\_

**Other Information**

Capital assets purchased during the year - Please list or attach receipts.  
(e.g. business vehicle, computer, office equipment)