



CHARTERED
PROFESSIONAL
ACCOUNTANTS

102-7184 Lantzville Rd.
PO Box 70 Lantzville, BC
V0R 2H0
t 250.390.4131
e info@kmacpa.ca
w www.kmacpa.ca

BUSINESS OR PROFESSIONAL ACTIVITIES

Identification

Your name

Business Address

Number Street, PO Box

Apartment or Suite

City

Province or Territory

Postal Code

Main product or service

Business Income

Type of income ☐ Business ☐ Commission ☐ Professional (Include work in progress)

Total Sales (excluding GST)

If GST has been remitted and/or an input tax credit has been claimed, do not include GST in the calculation of cost of goods sold, expenses or net income (loss).

Cost of Goods Sold and Gross Profit

Complete this area if applicable.

Gross business income

Opening inventory (include raw materials, goods in process, and finished goods)

Purchases during the year (net of returns, allowances, and discounts)

Direct wage costs

Subcontracts

Other costs (Please list)

Total of the above lines

Minus

Closing inventory (include raw materials, goods in process, and finished goods)

Cost of goods sold

Gross profit

Net Income (Loss) Before Adjustments

Gross profit from line 8519

Expenses (enter only the business part)**Advertising**

Meals and entertainment

x 50%

Meals and entertainment (long haul truck drivers)

x 80%

Bad debts

Insurance

Interest

Business tax, fees, licenses, dues, memberships, and subscriptions

Office expenses

Supplies

Legal, accounting, and other professional fees

Management and administration fees

Rent

Maintenance and repairs

Salaries, wages, and benefits (including employer's contributions)

Property taxes

Travel (including transportation fees, accommodations, and allowable part of meals)

Telephone and utilities

Fuel costs (except for motor vehicles)

Delivery, freight, and express

Other expenses:

Total other expenses

=

Total business expenses

Net income (loss) before adjustments

Are you registered for GST?

yes

no

BN

Are you registered for PST?

yes

no

Total Sales (Excluding GST)

\$

GST Billed

\$

GST Paid (on cost of goods sold
& Other Expenses

\$

Have you filed your current year GST return?

yes

☐

no

☐

If no, please provide us with your GST Forms

Have you made any GST Installments in the year?

yes

☐

no

☐

If yes, how much have you remitted for the year?

\$