H&B CLIENT WORKSHEET

SCHEDULE OF BUSINESS INCOME AND EXPENSES
FOR THE YEAR _____

Name: _____

Home Address: _____

CAR EXPENSE SUMMARY FOR THE YEAR (use separate form)	ANNUAL Total (incl. GST)	ANNUAL GST Amount
BUSINESS INCOME		
BUSINESS RELATED EXPENSES		
Accounting and legal fees		
Advertising		
Bank charges		
Gifts and entertainment		
Licenses, dues and subscriptions		
Office supplies		
Telephone		
Travel		
Supplies		
Meals		
Rent		
Wages and salaries		
Management and administration fees		
Other		
Total	$ 0.00	$ 0.00

HOME EXPENSES (if workplace is in your home)		
Property taxes		
Insurance		
Interest on mortgage		
Strata fees		
Utilities: Heat and Electricity		
Utilities: Water and Sewer		
Internet		
Rent		
Other		
Total	$ 0.00	$ 0.00

List and total any purchases of computers, office furniture, equipment, etc. Include date of purchase. (Please attach separate page if necessary.)	**Item**	**Cost**	**Date**

If workplace is in your home: What is the total square footage of the house? _____

What is the square footage of the office use? Personal % _____ Office % _____

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Thank you for choosing **Harbourfront&Bastion** for your personal tax needs!