



*\*Please do not email - please use the secure Dropbox link provided.*

Want an easier way to track your business receipts? [CLICK HERE](#) for more details!

**Do you use an Accounting System?** If so please provide: Full 2023 Financial Statements **AND** 2022 Balance Sheet.

Name of business: \_\_\_\_\_ Address: \_\_\_\_\_

Main product or service: \_\_\_\_\_

Did you run your business for the whole year?: \_\_\_\_\_ If first year of business, when did you start?: \_\_\_\_\_

Business number: \_\_\_\_\_ If last year of business, when did you stop?: \_\_\_\_\_

Are you registered for HST?  Y  N Would you like us to prepare your annual HST return?  Y  N

*NB. HST returns for annual filers are due June 15; March 31 if a partnership*

I have uploaded everything to DEXT - the items listed below are ONLY those for which I have no receipt.  
(not sure what DEXT is [CLICK HERE](#) for our flyer)

**OR**

Please summarize your business income and expenses below, or provide a copy of the trial balance if you use an accounting package.

Income - sales, commissions, fees (**EXCLUDE ANY HST THAT YOU CHARGED**):

Sales	Commissions and fees	Other
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Expenses (**To discuss - if you are registered for HST, EXCLUDE any HST you paid on purchases; if not, INCLUDE**):

Cost of goods sold (if applicable and if you have inventory, ensure you adjust as per your inventory count/value)	
Advertising	Rent (on business, not home)
Meals & entertainment	Repairs & maintenance
Bad debts	Salaries, wages and benefits (not for proprietor)
Insurance (not health insurance for self-employed)	Property taxes (on business, not home)
Interest and bank charges	Convention fees & travel (not business use of auto)
Business tax, fees, licenses, dues, memberships	Telephone and utilities (on business not home)
Office expenses (not "Home office" - see additional worksheet)	Private health plan premiums
Supplies	Fuel costs (except motor vehicle)
Professional Fees (includes legal & accounting fees)	Delivery, freight, express
Management and administration fees	Other - please specify:



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Additions to capital assets. (EXCLUDE HST)

Please summarize. If you use an accounting package, please provide detail of changes in capital asset accounts:

Computer hardware		Computer software		Furniture, fixtures	
Equipment - specify:					
Did you sell or scrap any capital assets? <input type="checkbox"/> Y <input type="checkbox"/> N			If so, what were proceeds?		

Did you repay your CEBA loan and become entitled to the forgivable portion?

- Not applicable - I did not have a CEBA loan.
- Not applicable - I did have a CEBA loan, but did not pay it off before the deadline, and did not become entitled to the forgivable portion.
- I paid it off in 2022 or earlier.
- I paid it off in 2023.
- I paid it off in January 2024

***Business use of your own car / Business use of home office - SEE SEPARATE WORKSHEETS***