

SUMMARY OF BUSINESS / EMPLOYMENT ACTIVITIES

Complete a separate form for each business or employment activity (various activities may share a single GST registra
 Providing this information in another format will incur additional time (and costs to you) to prepare your tax return.

Client's name		Period reported	
Business / employment			
GST / HST registration		(provide HST details below only from date of registration)	
NAICS code		or describe business activity	

	Amount, without HST	HST	Amount, including HST
REVENUES COLLECTED (only amounts not shown on T4/T4A slips)			
Sale of goods or services			
Non-car re-imburements			

	Amount, without HST	HST	Amount, including HST
EXPENSES PAID (keep original receipts in case of audit/review)			
Advertising & promotion			
Bad debts & NSF cheques			
Commissions & subcontract			
Conferences & conventions			
Dues, fees & licences			
Insurance (excl. car & home)		n/a	
Health insurance premiums		n/a	
Interest & bank charges		n/a	
Legal & accounting fees			
Meals (show 100% of cost)			
Office & computer supplies			
Parking, taxis, rental			
Postage, courier & delivery			
Purchases for re-sale / inventory			
Small tools & supplies			
Telephone & connectivity			
Travel (non-car) & lodging			
Wages & benefits (per T4's issued)		n/a	

	Amount, without HST	HST	Amount, including HST
ASSETS PURCHASED (provide documents for amounts over \$10,000)			
Land & building	provide documents		
Office furniture & equipment			
Trucks, trailers, etc			
Shop tools & machinery			
Computer hardware / peripherals			
Computer software / programs			
Power-generation equipment			

	Amount, without HST	HST	Amount, including HST
AMOUNTS PAID TO FAMILY MEMBERS (do not include in wages above)			
Paid to _____		n/a	
Paid to _____		n/a	