# Business Income and Expenses - PLB TAX

**Year ended December 31,2021**

**GST method: QUICK method or REGULAR method or NONE**
If NONE, then no need to fill column B (GST/HST)
If Quick method, then don't fill the column B (GST/HST), except for capital assets (big items - see down the page)
If Regular method, then fill comun B (GST/HST)
*From Regular methos to Quick method? Are you eligible or have questions? Let's talk*

## STATEMENT OF BUSINESS INCOME & EXPENSES

**Taxpayer Name:** ----------
**Year end Date:** 31-Dec-21

**Current Year**

Your % of partnership

| | Gross Amount | GST/HST |
|---|---|---|
| | A | B |
| Business income, net of GST/HST | | |
| Discounts/Returns | | |
| Income from Canada Emergency Wage Subsidy (CEWS) | | |
| Income from Canada Emergency Rent Subsidy (CERS) | | |
| Income from Canada Emergency Business Account (CEBA) (Loan forgiven Portion) | | |
| Income from Hardest-Hit Businesses Recovery Program (HHBRP) | | |
| Other | | |

## Internet business activities

| | | |
|---|---|---|
| How many internet webpages and websites does your business earn income from? | | |
| Provide the main webpage or site address(es) | | |
| Percentage of gross income generated from the webpages and websites | | |

## Statement of business expenses **

| | | |
|---|---|---|
| Advertising | | |
| Meals and entertainment | | |
| Meals and entertainment (long haul truck drivers) | | |
| Bad debts | | |
| Insurance | | |
| Interest (if borrowed money to do business + credit card interest) | | |
| Business 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 | | |
| Travel (include transportation, allowable part of meals and accomodations) | | |
| Telephone and utilities | | |
| Internet + home phone | | |
| Fuel and related expenses (only if not related to the above vehicle expenses) | | |
| Delivery, freight, postage etc | | |
| Private health services plan premiums | | |
| Others: _____ | | |
| _____ | | |
| _____ | | |

**: if you need to hold inventories, then more queries to follow

**INVENTORY**

## Big Expenses (capital assets):

| | | |
|---|---|---|
| Computers/laptops/Ipads & accessories | | |
| Furniture | | |
| Equipment | | |
| Vehicle | | |
| Others: _____ | | |
| _____ | | |

**DID YOU SELL YOUR VEHICLE or ANY ASSETS USED TO CALCULATE YOUR BUSINESS TAXABLE IN PRIOR YEAR/S?**

Yes/No

if yes, more queries to follow. _____

## Home Office Expenses

| | | |
|---|---|---|
| Heat | | |
| Light and electricity | | |
| Insurance | | |
| Maintenance and cleaning | | |
| Mortgage interest (only interest portion , NOT the whole mortgage payments) | | |
| Interest on LOC (if used only to buy the property) | | |
| Property taxes | | |
| Water (if paid separately) | | |
| Rent (if applicable) | | |
| Strata fees (if townhouse or condo) | | |
| Special levy (if townhouses or condo) | | |
| Security monitoring | | |
| Other - any major work done _____ | | |
| _____ | | |
| _____ | | |

| | |
|---|---|
| Square footage of rooms in the residence dedicated as workspace: | |
| Square footage of entire residence: | |

## Car Expenses

Car make / year: ----------

| | | |
|---|---|---|
| Fuel & oil | | |
| Interest (if financed)* | | |
| Insurance | | |
| BCCA | | |
| License and registration | | |
| Maintenance and repairs | | |
| Leasing* | | |
| Electricity for zero-emission vehicles | | |
| Business parking fees | | |

| | |
|---|---|
| Business km driven during the year | |
| Total km driven during the year | |

* : more queries will follow