



Whistler Tax Solutions

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worksheet

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Income and Expense worksheet Business NOT registered for GST

Name: _____ Year: _____

Business name and type: _____

Total Business income in year: _____

Please enter the **total** amount spent on the following categories (**including GST**) below. WTS will calculate the amount that you can claim on your tax return:

- Advertising _____
- Meals and Entertainment _____
- Bad debts*(see below for definition) _____
- Insurance (NOT home or vehicle) _____
- Interest expense _____
- Business Taxes, Licenses and Memberships _____
- Office expenses _____
- Supplies _____
- Legal, accounting and other professional fees _____
- Management and administration fees _____
- Rent (NOT home office) _____
- Repairs and maintenance _____
- Salaries, wages and benefits _____
- Travel _____
- Utilities (NOT home office) _____
- Fuel (NOT motor vehicles) _____
- Delivery, Freight, and express _____
- Sub contracts _____
- Telephone (landline) _____
- Cellphone _____
- Bank charges _____
- Private medical premiums _____
- Installments paid for current year taxes _____
- Capital Purchases (Please Itemize) _____
- Other (Specify) _____

*Bad debt expenses are debts you can't collect from customer invoices. This typically occurs if your business delivers products or services to customers before receiving payment. You later find out that these customers can't pay for the goods or services your delivered due to financial problems, such as bankruptcy or losing a major account.