

**SMALL BUSINESS OR PROFESSIONAL WORKSHEET**

TAX YEAR \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

DATE \_\_\_\_\_

NET HST TOTAL

**INCOME – SALES OR COMMISSIONS**

\_\_\_\_\_

**COST OF SALES**

OPENING INVENTORY

\_\_\_\_\_

PURCHASES DURING THE YEAR

\_\_\_\_\_

CLOSING INVENTORY

\_\_\_\_\_

SUB-CONTRACTORS

\_\_\_\_\_

DIRECT LABOUR COSTS

\_\_\_\_\_

ADVERTISING

\_\_\_\_\_

MEALS, ENTERTAINMENT

\_\_\_\_\_

BAD DEBTS

\_\_\_\_\_

INSURANCE

\_\_\_\_\_

INTEREST

\_\_\_\_\_

DUES, LICENSES, MEMBERSHIPS

\_\_\_\_\_

OFFICE

\_\_\_\_\_

SUPPLIES

\_\_\_\_\_

LEGAL, ACCOUNTING

\_\_\_\_\_

SALARIES

\_\_\_\_\_

RENT

\_\_\_\_\_

SALARIES

\_\_\_\_\_

MAINTENANCE, REPAIRS

\_\_\_\_\_

PROPERTY TAXES

\_\_\_\_\_

TRAVEL

\_\_\_\_\_

UTILITIES

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

DELIVERY

\_\_\_\_\_

OTHER

\_\_\_\_\_

SEE MOTOR VEHICLE WORKSHEET

SEE HOME OFFICE WORKSHEET