



BUSINESS CHECKLIST

abn Beyond the Numbers Ltd. requires this checklist to be filled out every year prior to commencing the preparation of your Tax Return. Please fill it out completely and return it to our office along with any forms required to process your tax return. You are responsible to ensure that the information stated on this form is factually correct as we will use this form to file your tax returns.

If we are already processing your current bookkeeping, please fill in page 1 and 3 of this checklist and contact your manager for any special instructions.

If we are processing your Personal Taxes, please submit the Personal Tax Checklist along with this form. If you have not received this form, please let us know.

Taxation Year _____

Name of Business: _____ Business Number: _____

Date Business Started: _____ Date Business ceased _____

Date Incorporated _____

(Please include a copy of Incorporation Documents with Shareholder Structure and Minute Book)

Registered for GST? YES or NO (Circle one) Date of Registration: _____

Are you on the Detailed Method or the Quick Method for GST? _____

AUTOMOBILE – Provide description _____

Total KM used in year: _____ KM traveled to earn income: _____

LEASE VEHICLE – (Please include a copy of your lease contract)

Lease payments/month _____ Lease commencement date _____

Lease expiring date _____ Manufacturers list price (if new) _____

PURCHASED VEHICLE: (If finance provide loan documents)

Purchase date _____

Manufacturers list price (if new) _____ Interest paid/year (if financed) _____



Please provide the total yearly costs for the following auto expenses:

Insurance _____ License/Registration _____
Repairs/Maintenance/Oil _____ Fuel Costs _____
Other _____
YES or NO (Circle one) **Is GST included in all of the above amounts?**

Business Checklist (cont'd)

INCOME \$ _____

INVENTORY

Purchases in the year \$ _____

Open Inventory \$ _____ Ending Inventory \$ _____

OPERATING EXPENSES

Business Telephone	\$ _____	Advertising & Promotion	\$ _____
Business cellphone	_____	Meals & Entertainment	_____
Office Supplies	_____	Business Travel	_____
Loan/Finance interest	_____	Bus Tax/Licenses	_____
Bank Charges	_____	Business Insurance	_____
Payroll Expenses	_____	Accounting/Legal fees	_____
Subcontractor's fees	_____	Courses/Training	_____
Equipment Rental	_____	Private Health Premiums	_____
Materials/Shop supplies	_____	Bad Debts	_____
Delivery expenses	_____		

CAPITAL ASSETS (acquired during the current year)

List all capital assets purchased this year (please note these amounts must not be listed above as expenses and must be over \$250.00)



Computer \$ _____ Office Equipment _____
Office Furniture _____ Other (describe) _____

Is GST included in all of the above amounts? YES or NO (Circle one)

Business Checklist (cont'd)

USE OF HOME

Total square footage of home _____ Sq footage used for office _____
Heat & Electricity _____ Property Taxes _____
House/contents insurance _____ Mortgage Interest _____
Home Telephone _____ Rent _____
Internet _____ Residents Assoc. _____

Is GST included in all of the above amounts? YES or NO (Circle one)

SHAREHOLDERS – Only if incorporated

Person/Company _____ SIN # or BN # _____ % & Type of Shares _____
Person/Company _____ SIN # or BN # _____ % & Type of Shares _____
Person/Company _____ SIN # or BN # _____ % & Type of Shares _____
Person/Company _____ SIN # or BN # _____ % & Type of Shares _____

SIGNATURE _____ DATED: _____

Thank you!