

**Schedule 1 – Business or Professional Income Schedule**

Below are income and expense categories required to complete your tax return. Please complete the attached summary or provide your own summary schedule.

<b>Income</b>	<b>Information Included (✓)</b>
Sales, commissions, or fees	

<b>Cost of goods sold</b>	<b>Information Included (✓)</b>
Opening inventory	
Purchases during the year	
Subcontracts	
Direct wages	
Other costs	
Closing inventory	

<b>Expenses</b>	<b>Information Included (✓)</b>
Advertising	
Meals and entertainment	
Bad debts	
Insurance	
Interest	
Business tax, fees, licences, dues, memberships, and subscriptions	
Office expenses	
Supplies	
Legal and accounting	
Management fees	
Rent	
Maintenance and repairs	
Salaries, wages, and benefits	
Property taxes	
Travel	
Telephone and utilities	
Fuel costs	
Delivery and freight	



**Schedule 1 – Business or Professional Income Schedule (Continued)**

<b>Business use of home</b>	<b>Information Included (✓)</b>
Home area used for business	
Total area of home	
Oil	
Electricity	
Water	
Insurance	
Maintenance	
Mortgage interest	
Property taxes	

<b>Motor vehicle expenses</b>	<b>Information Included (✓)</b>
Description of vehicle	
Purchase price (Vehicle cost and HST paid should be separated)	
Purchase date (YYYY-MM-DD)	
Kilometers driven for business	
Total kilometers driven	
Fuel and oil	
Interest	
Insurance	
License and registration	
Maintenance	
Lease payments	
Other	
Parking	

**Please indicate any equipment purchased during the year or provide purchase invoices. Also please provide details of any vehicle or equipment sold, including the proceeds of disposition.**

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