

# BUSINESS DETAIL INFORMATION FORM

Client's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Business number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

- Income \_\_\_\_\_
- Opening Inventory/Assets Transferred \_\_\_\_\_ Subcontracts \_\_\_\_\_

## EXPENSES

- Advertising \_\_\_\_\_
- Meals and entertainment \_\_\_\_\_
- Insurance, liability etc. \_\_\_\_\_
- Loan Interest \_\_\_\_\_
- Business tax, fees, licenses, dues, memberships and subscriptions \_\_\_\_\_
- Office expenses \_\_\_\_\_
- Supplies \_\_\_\_\_
- Legal, Accounting, and other professional fees \_\_\_\_\_
- Management and Administration fees \_\_\_\_\_
- Office rent \_\_\_\_\_
- Maintenance and Repairs \_\_\_\_\_
- Travel \_\_\_\_\_
- Business telephone and utilities \_\_\_\_\_ (Only if in business name)
- Delivery, freight \_\_\_\_\_
- Cell Phone \_\_\_\_\_
- Bank fees \_\_\_\_\_
- Internet \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## OTHER INFORMATION

- Payroll \_\_\_\_\_
- GST \_\_\_\_\_
- PST \_\_\_\_\_
- WCB \_\_\_\_\_

## CAPITAL ASSET ADDITIONS FOR THE YEAR (CCA) Items over \$250.00

Type _____	Amount _____
_____	_____
_____	_____

## OTHER

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**DISCLAIMER:** Please note that this is a generalized form and not all information will apply to all individuals.