

Statement of Business or Professional Activities (Client Intake)
(A) Self-Employment T2125 - (B) Commission T777 - (C) Salary T777
A. Business Information

Business name	
Owner name	
SIN	
Business address	
Business number (if any)	
Fiscal year-end	
Main business activity	
Industry type	
Accounting method (cash / accrual)	

B. Business Income

Gross sales / fees	
Other income	
Total gross income	

C. Cost of Goods Sold (if applicable)

Opening inventory	
Purchases during the year	
Direct costs	
Closing inventory	
Cost of goods sold	

D. Business Expenses

Advertising	
Business taxes & licenses	
Office expenses	
Professional fees	
Management & admin fees	
Meals & entertainment (50%)	
Motor vehicle expenses	
Insurance	
Interest & bank charges	
Telephone & internet	
Travel	
Utilities	
Repairs & maintenance	
Rent	
Salaries & subcontractors	
Other expenses	
Total expenses	

 Email: services@bepec.ca

Phone: 250-589-7775

E. Vehicle Information (if applicable)

Vehicle make / model / year	
Date purchased	
Total km driven	
Business km	
Business-use %	
Fuel & Oil	
Repair & Maintenance	
Lease payments, if applicable	
Insurance	
License & Registration	
Interest on Car Loan, if applicable	
Parking	
Other	

F. Home Office (if applicable)

Total home size (sq ft)	
Workspace size (sq ft)	
Business-use %	
Eligible expenses	
Heat / Gas / Oil	
Electricity	
Insurance	
Maintenance	
Mortgage Interest	
Property Taxes	
Water / Sewer	
Rent	
Other	

G. Capital Assets / CCA

Asset description	
Date acquired	
Cost	
CCA class	

NOTES:

 Email: services@bepc.ca

Phone: 250-589-7775