

Business Worksheet

(Year _____)

General Information

Business Name: _____ Date business was created: _____

Operating Name (if different) : _____

Corporation Partnership LLC Sole Proprietorship Other: _____

Principle Business Activity _____ EIN/BN _____

Owner(s) Name: (include all, attach a list if needed) _____

Business Address: street _____

city _____ prov/state _____ post/zip _____ country _____

Website _____ Phone _____

1. What is the original/functional currency of the business? _____
2. Was this the first year of business? _____
3. Was this the last year of business? _____ If business was sold, please provide all sale documents.
4. Did you receive any Forms 1099-MISC, 1099K, etc.? _____ If yes, please provide all documents.
5. Did you pay any US based person/company more than \$600USD in the year? _____
If yes, did you issue any forms 1099-NEC or 1099-MISC? _____ If yes, please provide
6. Did you work from a home office? _____ If yes, please complete our [Home Office Worksheet](#)
7. Do you have travel expenses to claim? _____ If yes, please complete our [Vehicle Expense Worksheet](#)

Income

CURRENCY _____	<u>Current Year</u>	<u>Prior Year</u>
Gross Amounts Received		
Total Discounts>Returns		
Total Per Diems/Rebates Received		
Other Income (describe)		
Total Deposits (used up/applied)		



Cost of Goods Sold (COGS)

	<u>Current Year</u>	<u>Prior Year</u>
Cost of Inventory 01/01		
Purchases		
Cost of Labour (do not include payments to owners)		
Materials and Supplies		
Other (describe)		
Other (describe)		
Cost of Inventory 12/31		

Expenses

	<u>Current Year</u>	<u>Prior Year</u>
Advertising		
Commissions		
Contract Labour		
Insurance		
Meals (100% - business only)		
Mortgage Interest		
Other Interest		
Legal/Professional Fees		
Office Expenses		
Rent (vehicles/equipment)		
Rent (other – describe)		
Repairs/Maintenance		
Supplies (not in COGS)		
Taxes and Licenses		



	<u>Current Year</u>	<u>Prior Year</u>
Travel		
Utilities		
Wages		
Other (describe)		
Other (describe)		

Assets

<u>Description of Asset</u>	<u>Start Date</u>	<u>Value 01/01</u>	<u>Value 12/31</u>	<u>Cost/Value when placed in Service</u>	<u>Date sold/removed from Service</u>
Accounts Receivable				not applicable	not applicable
Building					
Land					
Bank Account (Describe)				not applicable	not applicable
Bank Account (Describe)				not applicable	not applicable
Deposit (holding)				not applicable	not applicable
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					
Other (Describe)					



Liabilities

	<u>Start Date</u>	<u>Amount Owing</u> <u>01/01</u>	<u>Amount Owing</u> <u>12/31</u>
Mortgage			
Credit Card			
Other (Describe)			
Other (Describe)			

Additional Information:
