



INTEGRITY
TAX CONSULTANCY

Integrity Tax Consultancy

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Category	Business Expense Item	Amount
Income	Professional / Gross Sales / Fees (Incl. GST/HST)	
Inventory	Purchases of Materials or Goods	
Capital Assets	Office Furniture	
	Computer Software and Hardware	
	Office Equipment (printer, fax, etc.)	
Operating	Bad debts	
	Business Fees (memberships, dues, licenses)	
	Referral fees	
	Courier, Parcels, Postage Stamps	
	Business Insurance	
	Life / WSIB / Disability Insurance	
	Uniform and Working Clothes	
	Photo / Printing / Film	
Office	Flowers and Plants	
	Office supplies (pens, paper, etc.)	
	Cleaning supplies	
	Books, newspapers, magazines	
Residence	Small tools, materials, samples	
	Office rent	
	Mail box / Safety deposit box rental	
	Storage rental fees	
	Office cleaning and repairs	
Home Office	Electronics maintenance and repair	
	Area of home used for business (%)	
	Heat	
	Electricity	
	Insurance	
	Maintenance	
Marketing	Mortgage interest	
	Property taxes or Rent	
	Advertising and Business cards	
	Gifts and Flowers	
Telecom	Local business meals (50%)	
	Client Entertainment	
	Business telephone line	
	Cell phone service	
Travel	Long distance (Business only)	
	Internet service	
	Air, sea, land transportation	
	Hotels	
	Foreign Meals and Entertainment	
Financial/Legal	Taxi, Bus, Train, Tokens	
	Travel insurance	
	Business Credit Card fees/interest	
	Business Bank charges	
	Interest on Business loans	
Financial/Legal	Legal and Accounting fees	
	Notary, Translation, Paralegal fees	



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Vehicle Information	Detail
Model	
Year	
Cost	
Personal Use %	

Operating Expenses	Amount
Gas	
Insurance	
License and registration	
Maintenance and repairs	
Annual Financing (Interest ONLY)	
Annual leasing charges	
Parking, Tolls, Tow-truck	
Auto-club membership (CAA, etc.)	