

STATEMENT OF BUSINESS ACTIVITIES

For more information on how to complete this form, see the *Business and Professional Income* guide.

Identification

Your name: _____ Your social insurance number: _____

From: Year _____ Month _____ Day _____ To: Year _____ Month _____ Day _____ Was _____ your last year of business? Yes No

Business name: _____ Main product or service: _____

Business address: _____ Industry code (see the appendix in the *Business and Professional Income* guide): _____

City, province or territory: _____ Postal code: _____ Partnership filer identification number: _____

Name and address of person or firm preparing this form: _____ Tax shelter identification number: _____

Business Number: _____ Your percentage of the partnership: _____ %

Income

Sales, commissions, or fees: _____ a

Minus – Goods and services tax/harmonized sales tax (GST/HST) and provincial sales tax (if included in sales above): _____

– Returns, allowances, and discounts (if included in sales above): _____

Total of the above two lines _____ b

Net sales, commissions, or fees (line a minus line b) **8000**

Reserves deducted last year: _____ **8290**

Other income: _____ **8230**

Gross income (total of the above three lines) – Enter on the appropriate line of your income tax return **8299** c

Calculation of cost of goods sold (enter business part only)

Opening inventory (include raw materials, goods in process, and finished goods): **8300**

Purchases during the year (net of returns, allowances, and discounts): **8320**

Subcontracts: **8360**

Direct wage costs: **8340**

Other costs: **8450**

Total of the above five lines _____

Minus – Closing inventory (include raw materials, goods in process, and finished goods): **8500**

Cost of goods sold **8518** d

Gross profit (line c minus line d) **8519** e

Expenses (enter business part only)

Advertising: **8521**

Bad debts: **8590**

Business tax, fees, licences, dues, memberships, and subscriptions: **8760**

Delivery, freight, and express: **9275**

Fuel costs (except for motor vehicles): **9224**

Insurance: **8690**

Interest: **8710**

Maintenance and repairs: **8960**

Management and administration fees: **8871**

Meals and entertainment (allowable part only): **8523**

Motor vehicle expenses (not including CCA) (see Chart A on page 4): **9281**

Office expenses: **8810**

Supplies: **8811**

Legal, accounting, and other professional fees: **8860**

Property taxes: **9180**

Rent: **8910**

Salaries, wages, and benefits (including employer's contributions): **9060**

Travel: **9200**

Telephone and utilities: **9220**

Other expenses: **9270**

Subtotal _____

Allowance on eligible capital property: **9935**

Capital cost allowance (from Area A on page 3): **9936**

Total business expenses (total of the above three lines) **9368**

Net income (loss) before adjustments (line e minus line f) **9369** f

Area A – Calculation of capital cost allowance claim

1 Class number	2 Undepreciated capital cost (UCC) at the start of the year	3 Cost of additions in the year (see Areas B and C below)	4 Proceeds of dispositions in the year (see Areas D and E below)	5 * UCC after additions and dispositions (col. 2 plus col. 3 minus col. 4)	6 Adjustment for current year additions (1/2 x (col. 3 minus col. 4)) If negative, enter "0"	7 Base amount for capital cost allowance (col. 5 minus col. 6)	8 Rate %	9 CCA for the year (col. 7 x col. 8 or an adjusted amount)	10 UCC at the end of the year (col. 5 minus col. 9)	
Total CCA claim for the year (enter this amount, minus any personal part and any CCA for business-use-of-home expenses, on line 9936 on page 1**)										

* If you have a negative amount in this column, add it to income as a recapture on line 8230, "Other income," on page 1. If no property is left in the class and there is a positive amount in the column, deduct the amount from income as a terminal loss on line 9270, "Other expenses," on page 1. Recapture and terminal loss do not apply to a Class 10.1 property. For more information, read Chapter 4 of the *Business and Professional Income* guide.

** CCA for "Calculation of business-use-of-home expenses" read Chapter 4 - Special Situations in the *Business and Professional Income* guide

Area B – Details of equipment additions in the year

1 Class number	2 Property details	3 Total cost	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
Total equipment additions in the year				9925

Area C – Details of building additions in the year

1 Class number	2 Property details	3 Total cost	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
Total building additions in the year				9927

Area D – Details of equipment dispositions in the year

1 Class number	2 Property details	3 Proceeds of disposition (should not be more than the capital cost)	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
Total equipment dispositions in the year				9926

Note: If you disposed of property from your business in the year, see Chapter 4 in the *Business and Professional Income* guide for information about your proceeds of disposition.

Area E – Details of building dispositions in the year

1 Class number	2 Property details	3 Proceeds of disposition (should not be more than the capital cost)	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
Total building dispositions in the year				9928

Note: If you disposed of property from your business in the year, see Chapter 4 in the *Business and Professional Income* guide for information about your proceeds of disposition.

Area F – Details of land additions and dispositions in the year

Total cost of all land additions in the year		9923	
Total proceeds from all land dispositions in the year		9924	
Note: You cannot claim capital cost allowance on land.			

Chart A – Motor Vehicle Expenses

Enter the kilometres you drove in the tax year to earn business income _____ 1
 Enter the total kilometres you drove in the tax year _____ 2

Fuel and oil _____ 3
 Interest (see Chart B below) _____ 4
 Insurance _____ 5
 Licence and registration _____ 6
 Maintenance and repairs _____ 7
 Leasing (see Chart C below) _____ 8
 Other expenses (please specify) _____ 9

Total motor vehicle expenses: Add lines 3 to 10 _____ 10

Business-use part: $\left(\frac{\text{line 1}}{\text{line 2}} \right) \times \text{line 10} = \$$ _____ 11

Business Parking Fees _____ 12
 Supplementary Business Insurance _____ 13
 Add lines 12, 13, and 14 _____ 14
 _____ 15

Allowable motor vehicle expenses: Enter the amount of line 15 on line 9281 on page 1

Note: You can claim CCA on motor vehicles in Area A on page 3.

Chart B – Available interest expense for passenger vehicles

Total interest payable (accrual method) or paid (cash method) in the fiscal period _____ A
 \$ _____ * x the number of days in the fiscal period for which interest was payable (accrual method) or paid (cash method) _____ B

Available interest expense: amount A or B, whichever is less (enter this amount on line 4 of Chart A) \$ _____

* For passenger vehicles bought: • from September 1, 1989 to December 31, 1996, and from 2001 to 2003, use **\$10**
 • from 1997 to 2000, use **\$8.33**

Chart C – Eligible leasing costs for passenger vehicles

Total lease charges incurred in your 2003 fiscal period for the vehicle _____ 1
 Total lease payments deducted before your 2003 fiscal period for the vehicle _____ 2
 Total number of days the vehicle was leased in your 2003 and previous fiscal periods _____ 3
 Manufacturer's list price _____ 4

The amount on line 4 or (\$35,294 * + GST and PST, or HST on \$35,294), whichever is more
 \$ _____ x 85 % = _____ 5

$\left[\frac{(\$800 * + \text{GST and PST, or HST on } \$800) \times \text{line 3}}{30} \right] - \text{line 2} =$ _____ 6

$\left[\frac{(\$30,000 * + \text{GST and PST, or HST on } \$30,000) \times \text{line 1}}{\text{line 5}} \right] =$ _____ 7

Eligible leasing cost: line 6 or 7, whichever is less \$ _____

(Enter this amount on line 8 of Chart A above)

* If you entered into a lease agreement before January 1, 2001, make the following changes to the chart:

	After 1990 and before 1997	1997	1998 and 1999	2000
• line 5, replace \$35,294 with:	\$28,235	\$29,412	\$30,588	\$31,765
• line 6, replace \$800 with:	650	550	650	700
• line 7, replace \$30,000 with:	24,000	25,000	26,000	27,000