CHARTERED ACCOUNTANT

mervyn a.
fonseca PROFESSIONAL CORPORATION

751 Main Street East, Suite 1 Milton, Ontario L9T 3Z3
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Clients with Business or Professional Activities (T2125):

Enclosed are forms that you can use to track your business revenues and expenses for the year.

All unincorporated businesses will need to track business revenues and expenses for the **period January to December**. If you started your business in the current year, please only provide revenues and expenses from the start date of your business to the end of the year.

If you are registered for GST/HST, please **split out the GST/HST** from revenues and expenses in the enclosed forms. Let us know if you have elected to use the Quick Method of accounting for GST/HST.

Even though we do **not** keep copies of your receipts we may ask you to provide receipts for certain expenses such as capital (vehicles, equipment, etc.) purchases made during the year. Please ensure that **you keep your receipts** in a safe place in case Canada Revenue Agency requests them.

Please complete the enclosed forms and return it with your other tax information provided to us in order to file your return.

If you have any questions or need any help in completing these forms, please contact our office at (905) 876-4332.

Yours truly,

Mervyn A. Fonseca, CA

T2125 - BUSINESS or PROFESSIONAL ACTIVITIES

Client Name: _____   Tax Year: _____

Business Name: _____

	Net (Excluding GST/HST)	GST/HST	Total
Income			
Sales, Commissions or fees			
Returns, allowances if included in above			
Cost of Goods Sold			
Opening Inventory			
Purchases during the year			
Subcontracts			
Direct Labour Costs			
Closing Inventory			
Expenses			
Advertising			
Meals & Entertainment (full amount)			
Bad Debts			
Insurance			
Interest			
Bus Tax,fees,licenses,dues,memberships			
Office			
Supplies			
Legal, Accounting			
Management & Admin Fees			
Rent			
Maintenance and repairs			
Salaries, commissions, bonuses			
Property Taxes			
Travel			
Light, Heat and Water			
Telephone and utilities			
Fuel costs (except auto)			
Delivery, freight			
Other			

Motor vehicle - use "Automobile Expenses" Schedule
Business-use-of-home - use "Home Expenses" Schedule

_____   _____
Signature   Date