

Expenses

Although we don't need to see them, it is important to have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Please indicate if expenses include GST:

- Yes - expenses include GST**
- No - expenses do not include GST**

Accounting, tax preparation, legal, consulting		
Advertising, promotion, publicity		
Bad debts		
Bank charges - for business bank accounts		
Business tax, fees, licenses		
Cell phone charges (airtime) - business portion only		
Concert clothing - purchases		
Concert clothing - cleaning, alterations		
Convention expenses		
Delivery, shipping		
Equipment rentals		
Hairstyling, cosmetics (performers only)		
Insurance of business assets		
Interest on business loans		
Internet access - business portion only		
Maintenance and repairs		
Management and administration fees		
Meals and entertainment - enter total amounts		
• for documented business meetings		
• for business travel outside home city		
Music or art supplies (provide breakdown)		
Membership fees - OCSM, RMA, etc.		
Music lessons		
Office/studio rent		
Office supplies (postage, stationary, photocopying, etc.)		
Other supplies and materials		
Professional development (specify)		
Research costs		

Salaries, wages, benefits _____
Subcontract fees (i.e. agent, accompanist, copyist) _____
Subscriptions to industry periodicals _____
Supplies (provide breakdown) _____

Telephone - business portion only _____
Training courses - board, lodging, tuition (provide breakdown) _____
Travel (not including auto expenses) _____
Union dues - not shown on T4 or T4A _____
Utilities - not included in Business Use of Home _____
Website hosting and domain name registration _____

Medical premiums for private health plans (including Blue Cross, but not public plans such as MSP) _____

Other expenses (provide breakdown) _____

Business Use of Home

Total square footage of home _____
Square footage of areas used for business purposes _____
OR:
Total rooms in home _____
Number of rooms used for business purposes _____

Did you use the business area of the home exclusively for business purposes?
 Yes No

If an area was used partly for business and partly for personal purposes, please indicate that area's square footage and the percentage of time it was used for personal purposes.

Mortgage interest (obtain statement from lender)	_____
Rent	_____
Insurance	_____
Home maintenance and repairs	_____
Electricity	_____
Heat	_____
Water	_____
Security System	_____
Other utilities	_____
Property taxes	_____
Strata fees	_____
Other expenses	_____

Write down the total amounts for the home, even if you did not personally pay all of the expenses.

Automobile

Canada Revenue Agency indicates that a logbook is required to document business mileage. CRA may accept another reasonable method of documenting business mileage, such as a date book indicating engagements.

Total kilometers the vehicle was driven in 2008	_____
Business kilometers driven in 2008	_____

Did you acquire a new vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cost of new vehicle	_____	
Make and model	_____	
Trade-in or selling price of old vehicle	_____	

Insurance	_____
Maintenance, repairs, car washes	_____
License fees	_____
Gas and oil	_____
Loan interest	_____
Lease charges	_____
Auto club membership	_____
Parking	_____

Write down the total amounts for the vehicle, even if you did not personally pay all of the expenses.

Asset Purchases and Disposals in 2008
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Asset purchases and disposals include items such as stereo or audio equipment, CD recordings, music books, sheet music, office/studio furniture, musical instruments, and computer hardware or software. If you are a GST Registrant please indicate GST paid out separately.

	Purchases	Disposals
Office or studio furniture	_____	_____
Cost or proceeds	_____	_____
Musical instruments	_____	_____
Cost or proceeds	_____	_____
Computer hardware	_____	_____
Cost or proceeds	_____	_____
Computer software	_____	_____
Cost or proceeds	_____	_____
Other assets (specify)	_____	_____
Cost or proceeds	_____	_____
Other assets (specify)	_____	_____
Cost or proceeds	_____	_____

Anything Else?

Please list any other items related to your music business here:
