



Get Your Numbers Ready

Year-End Business Snapshot

Business Information

Business Name: _____

Year: _____

GST/HST Number (if applicable): _____

Accounting Method (Cash / Accrual): _____

Income Summary

Total Business Income: _____

Other Income: _____

Notes / Missing Items: _____

Expense Summary (T2125 Style)

Advertising: _____

Meals & Entertainment: _____

Vehicle Expenses: _____

Office Expenses: _____

Supplies: _____

Professional Fees: _____

Rent / Home Office: _____

Utilities: _____

Insurance: _____

Interest & Bank Fees: _____

Other: _____

Gray Zone Details

Home Office %: _____

Vehicle % (business use): _____

Meals (purpose/notes): _____

Other mixed-use items: _____

Questions / Uncertain Items

Final Check

- All income included
- Personal expenses removed
- Receipts available