



# Statement of Business or Professional Activities

## Identification

Your name <b>Ford, Michael</b>		Your social insurance number	<b>269 617 551</b>
Business Name <b>Read &amp; Write Consulting</b>		Account Number (15 characters)	<b>98765 4321 RT 0001</b>
Business address			
Number	Street, P.O. Box	Apartment or suite	
<b>123</b>	<b>Main Street</b>		
City	Province or territory	Postal code	
<b>Citiville</b>	<b>ON</b>	<b>A1A 1A1</b>	
Fiscal Period		Was 2016 your last year of business? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
From:	Year/Month/Day	Year/Month/Day	
	<b>2016/01/01</b>	to: <b>2016/12/31</b>	<b>Calendar Year</b>
Main product or service <b>Business writing &amp; editing</b>		Industry code (see the appendix in Guide T4002)	<b>711513</b>
Tax shelter identification number <b>TS</b>	Partnership Business Number (9 digits)		Your percentage of the partnership <b>100.0000 %</b>
Name and address of person or firm preparing this form			

## Internet business activities

How many Internet webpages and websites does your business earn income from? Enter "0" if none. \_\_\_\_\_

Provide the main webpage or site address(es) (also known as URL address(es)):  
http:// \_\_\_\_\_

Percentage of your gross income generated from the webpages and websites.  
(If no gross income was generated from the Internet, enter "0") \_\_\_\_\_ %

**Part 1 – Business income**

2.  If you have business income, tick this box and complete this part. **Do not complete parts 1 and 2 on the same form.**

Gross sales, commissions, or fees (including GST/HST collected or collectible)	61,603	17	A
<b>Minus</b> any GST/HST, provincial sales tax, returns, allowances, discounts, and GST/HST adjustments (included on line A above)	4,786	21	(i)
Subtotal (amount A <b>minus</b> amount (i))	56,816	96	B
<b>(For those using the quick method)</b> Government assistance calculated as follows:			
GST/HST collected or collectible on sales, commissions and fees eligible for the quick method			(ii)
GST/HST remitted, calculated on (sales, commissions and fees eligible for the quick method plus GST/HST collected or collectible) multiplied by quick method remittance rate			(iii)
Subtotal (amount (ii) minus amount (iii))			(iv)
<b>Adjusted gross sales</b> (amount B <b>plus</b> amount (iv)) - Enter this amount on line 8000 in Part 3 below	56,816	96	C

**Part 2 – Professional income**

3.  If you have professional income, tick this box and complete this part. **Do not complete parts 1 and 2 on the same form.**

Gross professional fees including work-in-progress (WIP) (including GST/HST collected or collectible)			D
<b>Minus</b> any GST/HST, provincial sales tax, returns, allowances, discounts, and GST/HST adjustments (included on line D above) and any WIP at the end of the year you elected to exclude (see Chapter 2 of Guide T4002)			(i)
Subtotal (amount D <b>minus</b> amount (i))			E
<b>(For those using the quick method)</b> Government assistance calculated as follows:			
GST/HST collected or collectible on professional fees eligible for the quick method			(ii)
GST/HST remitted, calculated on (professional fees eligible for the quick method plus GST/HST collected or collectible) multiplied by the applicable quick method remittance rate			(iii)
Subtotal (amount (ii) minus amount (iii))			(iv)
Work-in-progress (WIP), start of the year, per election to exclude WIP (see Chapter 2 of Guide T4002)			(v)
<b>Adjusted professional fees</b> (Amount E <b>plus</b> Amount (iv) and (v)) - Enter this amount on line 8000 in Part 3 below			F

**Part 3 – Gross business or professional income**

Adjusted gross sales (from amount C in Part 1) or adjusted professional fees (from amount F in Part 2)	8000	56,816	96	G
<b>Plus</b>				
Reserves deducted last year	8290			
Other income	8230			
Total of the above lines				H
<b>Gross business or professional income</b> (amount G <b>plus</b> amount H)	8299	56,816	96	
Enter this amount on the appropriate line of your income tax and benefit return: business on line 162, professional on line 164, or commission on line 166				

If GST/HST has been remitted and/or an input tax credit has been claimed, do not include GST/HST when you calculate of cost of goods sold, expenses or net income (loss) in parts 4 to 6.

**Part 4 – Cost of goods sold and gross profit**

If you have business income, complete this part. Enter only the business part of the costs.

Gross business income from line 8299 in Part 3 above		56,816	96	I
Opening inventory (include raw materials, goods in process, and finished goods)	8300			
Purchases during the year (net of returns, allowances, and discounts)	8320			
Direct wage costs	8340			
Subcontracts	8360			
Other costs	8450			
Total of the above five lines				
<b>Minus</b>				
Closing inventory (include raw materials, goods in process, and finished goods)	8500			
Cost of goods sold	8518			J
<b>Gross profit</b> (amount I <b>minus</b> amount J)		8519	56,816	96

**Part 5 – Net income (loss) before adjustments**

Gross profit from line 8519 in Part 4 above, or gross income from line 8299 in Part 3			56,816 96	K
<b>Expenses</b> (enter only the business part)				
Advertising	8521			
Meals and entertainment (allowable part only)	8523	443	56	
Bad debts	8590			
Insurance	8690	126	16	
Interest	8710	156	20	
Business tax, fees, licences, dues, memberships, and subscriptions	8760	231	00	
Office expenses	8810			
Supplies	8811	2,982	17	
Legal, accounting, and other professional fees	8860	500	00	
Management and administration fees	8871			
Rent	8910			
Maintenance and repairs	8960			
Salaries, wages, and benefits (including employer's contributions)	9060			
Property taxes	9180			
Travel (including transportation fees, accomodations, and allowable part of meals)	9200	2,375	02	
Telephone and utilities	9220	1,063	13	
Fuel costs (except for motor vehicles)	9224			
Delivery, freight, and express	9275	110	00	
Motor vehicle expenses (not including CCA) (see Chart A)	9281	1,396	21	
Allowance on eligible capital property	9935			
Capital cost allowance (from Area A)	9936	2,509	22	
Other expenses =	9270			
<b>Total business expenses</b>	<b>9368</b>	<b>11,892</b>	<b>67</b>	<b>▶ 11,892 67 L</b>
<b>Net income (loss) before adjustments</b> (amount K minus amount L)			<b>9369</b>	<b>44,924 29</b>

**Part 6 – Your net Income (loss)**

Your share of the amount on line 9369 in Part 5 or the amount from slip T5013		44,924	29	M
<b>Plus</b> : GST/HST rebate for partners received in the year (see Chapter 3 of Guide T4002)	<b>9974</b>			N
Total (amount M plus amount N)		44,924	29	▶ 44,924 29 O
<b>Minus</b> - Other amounts deductible from your share of net partnership income (loss) (from the chart in Part 7 below)				P
	<b>9943</b>			P
<b>Net income (loss) after adjustments</b> (amount O minus amount P)		44,924	29	Q
<b>Minus</b> - Business-use-of-home expenses (your share of amount 3 in part 8)		9945	2,361	48 R
<b>Your net income (loss)</b> (amount Q minus amount R)		9946	42,562	81

Enter this amount on the appropriate line of your income tax and benefit return: business on line 135, professional on line 137, or commission on line 139

**Part 7 – Other amounts deductible from your share of net partnership income (loss)**

Claim expenses you incurred that were not included in the partnership statement of income and expenses, and for which the partnership did not reimburse you.

<b>Other amounts deductible from your share of the partnership</b> (total of the above amounts) Enter this amount on line 9943, in Part 6 above.		

**Part 8 – Calculation of business-use-of-home expenses**

Heat	1,712	86
Electricity	1,641	18
Insurance	1,132	55
Maintenance	6,663	05
Mortgage interest	8,456	22
Property taxes	2,533	01
Other expenses (specify):		
<b>Subtotal</b>	22,138	87
<b>Minus - Personal-use part</b>	19,777	39
<b>Subtotal</b>	2,361	48
<b>Plus - Capital cost allowance (business part only)</b>		
Amount carried forward from previous year		
<b>Subtotal</b>	2,361	48 1
<b>Minus - Net income (loss) after adjustments (from amount Q in Part 6) (If negative, enter "0")</b>	44,924	29 2
<b>Business-use-of-home expenses available to carry forward</b> (amount 1 minus amount 2) (If negative, enter "0")		
<b>Allowable claim</b> (the lesser of amounts 1 or 2 above) (Enter this amount on amount 9945 in Part 6)	2,361	48 3

**Details of other partners**

Partner's first name	Last name	%	%
Address:		\$ share	
Partner's first name	Last name	% of partnership	%
Address:		\$ share	
Partner's first name	Last name	% of partnership	%
Address:		\$ share	
Partner's first name	Last name	% of partnership	%
Address:		\$ share	
Partner's first name	Last name	% of partnership	%
Address:		\$ share	

**Details of equity**

Total business liabilities	9931	
Drawings in 2016	9932	
Capital contributions in 2016	9933	